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United States  
Department of  
Agriculture

Food and  
Consumer  
Service

# Child and Adult Care Food Program

## Child Care Centers Handbook



United States  
Department of  
Agriculture



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## Introduction

The mission of the U.S. Department of Agriculture's Food and Consumer Service (FCS) is to alleviate hunger and to safeguard the health and nutritional well-being of the Nation through the administration of nutrition education and domestic food assistance programs. One such program is the Child and Adult Care Food Program (CACFP). Under the child care component of CACFP, cash reimbursement and donated commodities or cash-in-lieu of commodities are provided to help two distinct types of nonresidential facilities for children—day care homes and child care centers—serve more nutritious meals. Since day care homes can participate only when sponsored by a public or private nonprofit organization, while day care centers and outside-school-hours care centers may operate the Program independently or under a sponsoring organization, the eligibility conditions, operating requirements, and terms applicable to homes and centers differ significantly.

This handbook specifically focuses on CACFP operations by independent and sponsored child care centers and by sponsoring organizations of such centers. Two separate handbooks are available which focus on CACFP operations by day care homes and by adult day care centers. Organizations that sponsor CACFP in both child care centers and day care homes should also refer to the Day Care Homes Handbook. Center and sponsor officials should be sure to discuss Program details—forms, requirements, and operating procedures—with the State administering agency, since additional or more restrictive State level requirements and State adaptation of the sample forms provided in the Reference Section, starting on page 61, of this handbook may be applicable. The sample forms illustrated contain Federal requirements for CACFP data collection cleared under OMB-05840055.

FCS recognizes that maintaining a high-quality, nutritious meal service requires a commitment to excellence on the part of local sponsors, center operators, and caregivers. We applaud the efforts of the many dedicated persons who ensure that the participating children are served wholesome, attractive, and nutritious meals in a sociable environment while meeting the requirements for Federal assistance.



## Chapter 1

### Background

#### Legislative History

The earliest Federal meal assistance program for pre-school children in day care was the Special Food Service Program for Children (SFSPFC) year-round component, established by Public Law 90-302 in 1968. Authorized initially as a three-year pilot program, it provided reimbursement specifically limited to meals served in day care centers, settlement houses, and recreation centers that provided child care services in areas with high concentrations of working mothers and where poor economic conditions existed. Congress reaffirmed support for this limited assistance in 1972, when Public Law 92-433 extended SFSPFC authorization through Fiscal Year 1975.

In November 1975, Public Law 94-105 added a new Section 17 to the National School Lunch Act, establishing and authorizing, for three years, the separate Child Care Food Program (CCFP), and mandating a number of significant changes:

- for the first time, child care facilities were required to meet certain licensing or approval standards to participate;
- eligibility was extended to any public or private nonprofit organization providing nonresidential child care services, regardless of location—specifically including Head Start programs, family and group day care homes, and sponsoring organizations; and
- application procedures and reimbursement formulas for both centers and homes were patterned after the National School Lunch Program's free and reduced price eligibility requirements, based on the household size and income of each enrolled child.

Congress enacted Public Law 95-627 in 1978 because of increasing awareness that certain licensing, paperwork, and recordkeeping requirements were restricting or discouraging CCFP participation by day care homes; that major differences existed between the needs and operating methods of day care homes and child care centers; and that the responsibilities of administering agencies and sponsoring

organizations needed to be more precisely defined. These concerns were addressed, and several new provisions including the availability of advance payments on request to participating centers and sponsoring organizations; a broader definition of "children" to include disabled persons over 18 years of age attending eligible child care facilities; and the expansion of eligibility to include outside-school-hours care centers were added to Section 17. Also the CCFP was permanently authorized by this law.

In 1981 Public Law 97-35 reduced the eligibility age limit from 18 to 12 years, except for migrant workers' children who can participate through age 15, and disabled persons attending eligible facilities. It also set a limit on the maximum number of reimbursable meals at two meals and one supplement (snack) per child per day, which was later clarified by policy issuance, to alternately allow a maximum of one meal and two snacks per child per day. A 1982 provision of Public Law 97-370 specified that reimbursement claims must be submitted to the administering agency within 60 days following the claiming month to be eligible for payment.

Public Law 100-435 in 1988 provided for an additional reimbursable meal or snack for children in attendance at child care centers for eight or more hours per day. Public Law 101-147 in November 1989 authorized administering agencies to take center and sponsor renewal applications and agreements on an every-other-year basis, and changed the name of the CCFP to the Child and Adult Care Food Program (CACFP). In 1994, Public Law 103-448 further amended the renewal application process to allow centers and sponsors, at the discretion of the State agency, to reapply at 3 year intervals. This law contains several other provisions, including categorical eligibility for certain Head Start and Even Start program enrollees.

## **Who Administers the Program?**

The Food and Consumer Service (FCS) administers the CACFP at the national level through seven regional offices. The national office develops regulations and establishes policies, and each regional office takes a written agreement with a State agency—the educational, social services, or health department—to administer the CACFP in all States except Virginia, where the Program is directly administered by FCS's Mid-Atlantic Regional Office. A chart showing an overview of CACFP administration in centers is provided in the Reference Section as Attachment A.

## Chapter 2

### Eligibility Requirements

Organizations are eligible to participate in the child care component of the Child and Adult Care Food Program (CACFP) as independent child care centers or as sponsors of day care facilities for children. This chapter provides information on the eligibility requirements for enrolled children in centers to receive CACFP meals, as well as the requirements for independent centers, sponsoring organizations of centers, and their sponsored centers, to operate the Program.

#### Children Who Can Benefit

Enrollees in eligible centers can receive CACFP benefits if they are:

- age 12 years or under; or
- children of migrant workers age 15 or under; or
- mentally/physically disabled persons, as defined by the State, at any age if the majority of enrollees are age 18 or under.

#### Centers

Four types of independent or sponsored child care centers can participate in the Program:

- public or private nonprofit nonresidential day care centers;
- Head Start centers;
- outside-school-hours care centers; and
- for-profit centers that receive Title XX funding for 25 percent or more of the enrolled children, or 25 percent of licensed capacity, whichever is less.

#### Sponsoring Organizations

To be eligible to participate, sponsoring organizations must be public agencies, private nonprofit organizations, or certain private for-profit organizations, and accept final administrative and financial responsibility for CACFP operations in their sponsored centers.

## **Independent and Sponsored Centers**

A center, either independent or sponsored, must meet eligibility requirements to participate in the Program. The center must:

- provide nonresidential pre-school and/or outside-school-hours child care services;
- be licensed or approved by Federal, State, or local authority or be alternately approved by demonstrating compliance (through the sponsoring organization if sponsored) with State, local, or CACFP child care standards; and
- be public or private nonprofit with, or be moving toward, tax-exempt status under the Internal Revenue Code of 1986. (The only exception to this requirement is for proprietary Title XX centers.)

## **Title XX Sponsors and Centers**

A for-profit organization is eligible to serve as the sponsoring organization only for proprietary Title XX centers that are an integral part of the same legal entity as the sponsoring organization. Such an organization is **not** eligible to sponsor proprietary Title XX centers that are legally separate and distinct from the organization. In addition, for-profit organizations cannot sponsor public or private nonprofit centers.

## **Licensing or Approval**

Federal, State, or local licensing or approval is required as an assurance that the enrollees in attendance at the center are receiving care, and that their meals will be served in a safe and healthful environment.

## **Federal Approval**

Federal approval occurs when facilities participate in other federally authorized and administered programs. Two examples are approval of centers to participate in the Head Start program under the U.S. Department of Health and Human Services standards, and approval of child care centers under the U.S. Department of Defense instructions and standards.

## **Alternate Approval**

Where Federal, State, or local licensing or approval standards are not applicable, or no mechanism exists to determine compliance with licensing or approval standards, day care centers may participate if they can show that they comply with applicable State or local child care standards, or with CACFP child care standards. Independent centers and sponsoring organizations must submit certification to the administering agency that demonstrates each center's compliance with appropriate health, sanitation, fire, and safety requirements.

## **Tax-Exempt Status**

Public centers or sponsoring organizations, such as a county or city social services agency, are automatically eligible to participate in the CACFP. However, private nonprofit centers and sponsoring organizations must:

- have tax-exempt status under the Internal Revenue Code of 1986; or
- be currently operating another Federal Program requiring nonprofit status; or
- be "moving toward" compliance with the requirements for Federal tax-exempt status.

"Moving toward" means making a good faith effort to obtain tax-exempt status. Under this provision, a private independent center or sponsor that has applied to the Internal Revenue Service (IRS) for nonprofit status may be approved to participate in the CACFP while IRS reviews its application.

To obtain such approval, a copy of the letter from IRS which acknowledges receipt of the tax-exempt application must be submitted to the administering agency along with the CACFP application. Copies of all correspondence sent to and received from IRS during its review period must be submitted for the administering agency to ascertain whether all IRS requests are being met in a timely and complete manner. If there is evidence of the center's or sponsor's unresponsiveness, it will be advised that failure to actively pursue tax-exempt status is grounds for removal from the Program and that continuing unresponsiveness will result in termination.

When IRS has neither approved nor denied the tax-exempt status within 12 months after filing of the application, and the IRS shows that all required information was not provided, the administering agency will immediately discontinue that center's or sponsor's participation. If IRS ultimately denies the tax-exempt application, the administering agency will advise the center or sponsor that its CACFP participation ceased on the date of the IRS's denial letter.

If, however, the center or sponsor after 12 months shows it has promptly responded to all IRS requests, but its application has still neither been approved nor denied, its participation in the Program may continue. A copy of IRS's final notification that the application is complete and/or approved must be forwarded for the administering agency's files.

## **Criteria for Participation**

Officials of independent centers and sponsoring enter into Program agreements with their appropriate State administering agency agree to:

- accept final administrative and financial responsibility for operating the nonprofit food service in the center or in the sponsored centers;
- submit applications for participation for themselves and for each sponsored center;
- complete and sign an agreement with the director or other responsible official of each sponsored center;
- provide training and technical assistance to all sponsored centers;
- ensure that meals served meet the meal pattern requirements;
- comply with requirements related to the financial management of the Program;
- provide adequate supervisory and operational personnel for managing and monitoring the Program;

- establish procedures to collect and maintain all necessary Program records from sponsored centers;
- ensure proper storage and use of donated commodities; and
- not claim reimbursement, if proprietary, in months when less than 25 percent of enrollees or 25 percent of licensed capacity, whichever is less, are Title XX beneficiaries.

## Renewal

Centers and sponsors that are complying with procedures for renewing Federal, State, or local licenses or approvals may participate in the Program during the renewal process, unless the administering agency has information that indicates that renewal will be denied. The agreement for an alternately approved facility may be renewed as long as the fire permit and health certificate are current.





## Chapter 3

### Applying for the Program

#### Independent Centers

To participate in the Child and Adult Care Food Program (CACFP), each independent child care or outside-school-hours center must submit to the administering agency all required information which, at a minimum includes:

- a completed application and necessary documentation for participation or renewal;
- evidence of public or private nonprofit status, or for a proprietary Title XX center, certification that nonresidential child care services during the most recent month, were compensated under Title XX of the Social Security Act for at least 25 percent of its enrolled children, or 25 percent of its licensed capacity, whichever is less;
- an administrative budget;
- documentation of compliance with licensing or approval requirements;
- nondiscrimination and free and reduced price policy statements; and
- a public release to the local media announcing the availability of the Program.

#### Sponsoring Organizations

A sponsoring organization must submit to the administering agency all information required for its approval and the approval of each child care center it intends to sponsor. This includes:

- a completed application and necessary documentation for participation or renewal;
- evidence of the sponsoring organization's and each sponsored center's nonprofit status or, for any sponsored proprietary center, certification that nonresidential child care services during the most recent month, were compensated under

Title XX for at least 25 percent of enrolled children or 25 percent of its licensed capacity, whichever is less;

- documentation of each sponsored child care center's licensing or approval status;
- a management plan that includes an administrative budget;
- nondiscrimination and free and reduced price policy statements; and
- a public release to the local media announcing the availability of the Program at sponsored centers.

**The administering agency may require a sponsoring organization that operates both child care centers and homes to enter into a separate agreement for each type of facility. Such sponsors should also refer to the Day Care Homes Handbook.**

## **Approval/ Agreement**

An independent center or sponsoring organization will receive a decision from the administering agency within 30 calendar days after a complete and correct CACFP application is submitted. If the application is initially incomplete, the center or sponsor will be advised as to what items are missing within 15 calendar days of the administering agency's receipt of the application. The administering agency may provide technical assistance, if necessary, for the purpose of completing the application.



## Forms

The following describes the minimum forms and information that are necessary for approval to participate in the CACFP. Although the format used by each administering agency will vary, the principal forms that centers and sponsors need to complete for the Program include:

- **Application for Participation by Independent Centers**—Requests information about public or nonprofit status, the type of center, licensing, planned meal service, eligibility of enrolled participants, staffing patterns, and advance payments.
- **Application for Participation and Management Plan by Sponsoring Organizations**—Requests information about public or nonprofit status, the proposed number of sponsored centers, planned meal service, eligibility status of enrolled children, administrative and food service budgets, staffing patterns, and advance payments. It also must include a management plan that includes information about training, monitoring the sponsored centers, and the distribution of advances and reimbursement payments.
- **Agreement with Independent Centers or Sponsoring Organizations**—Sets forth the responsibilities of the independent center or sponsoring organization and of the administering agency. It stipulates the approved administrative budget and the types of meals authorized for service that will be reimbursed.
- **Agreement Between Sponsoring Organization and Sponsored Center**—Sets forth the responsibilities and rights of each approved center and of the sponsoring organization. A separate agreement is required for each sponsored center which is not an integral part or legal entity of the sponsoring organization.

**Administering agencies may request additional appropriate information from centers and sponsoring organizations.**

## Authorized Signature

All forms described in this chapter that require a signature must be signed either by the center's or sponsoring organization's chief officer (i.e., the individual elected or appointed to assume legal responsibility for the organization) and/or the director of the sponsored day care center as applicable. The chief officer must submit a letter or a "certificate of authority" with the form to verify any delegation of signature authority to another individual. The legal representative's title may vary. It may be chairman of the board of directors, president of the organization, a public official like the mayor (if a public institution or agency), or the superintendent of education. The pastor of a church may be able to sign for church-sponsored centers if the governing body of the church has authorized the pastor to assume such responsibility.

## Agreement Renewal

While the law requires independent centers and sponsoring organizations to reapply to continue CACFP participation at least once every 3 years, Program policy allows the administering agency considerable flexibility in establishing the renewal process and related requirements. Centers and sponsors must comply with their administering agency's guidance on agreement renewals, and the submission dates for specific information or documentation that is required annually.



## Chapter 4

### Free and Reduced Price Policy

To operate the Child and Adult Care Food Program (CACFP), independent centers and sponsoring organizations agree to determine each enrolled child's eligibility for free, reduced price, or paid meal categories, unless they choose to claim all meals at the paid reimbursement rate. Reimbursements paid to centers are based on the types of meals served and the number of enrolled children who meet the eligibility requirements for the free, reduced price, or paid meal categories.

#### **Free and Reduced Price Policy Statement**

Each independent center or sponsoring organization must submit for approval a written free and reduced price policy statement with its application for participation. A sponsoring organization must prepare the policy statement for use in all of the child care centers under its jurisdiction. The contents of the policy statement depend on the center's or sponsor's meal pricing system, and an assurance that no child will be discriminated against during the course of the CACFP food service must be included.

The statement specifies the organization's policy on separate meal charges and describes its procedure, using current income guidelines, for determining eligibility for free, reduced price, or paid rates of reimbursement. If the center charges enrollees separately for meals, this procedure also determines their eligibility to receive meals free or at a reduced price. For such centers the system for collecting meal payments from reduced price and paid meal recipients must be described in the policy statement. Application approval or renewal cannot be granted unless this policy statement is approved by the administering agency.

#### **Nonpricing and Pricing Programs**

There are two optional systems for charging for CACFP meals, both of which are tied to the Program's free and reduced price meal policy. They are "nonpricing" and "pricing" programs.

**Nonpricing programs** are those in which the center makes no separate charges for meals served to enrolled children. Since most centers charge fees or tuition covering all areas of their day care

services, the majority of centers participating in the CACFP are nonpricing programs. The children's meals are covered by the tuition payments, and no money is exchanged at mealtime. If all enrollees pay the same tuition, no portion of which is specifically earmarked for food service, it's a nonpricing program. Likewise, if all enrollees do not pay the same tuition for reasons other than meal service fees, it is a nonpricing program. The policy statement that must be submitted for such centers consists of an assurance that all enrolled children are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability, and that there is no discrimination in the course of the center's food service.

**Pricing programs** are those in which enrolled children who do not qualify for free meals are charged separate fees for their meals. This may be direct payment from the child at the time each meal is served; a separate daily, weekly, or monthly food charge or meal ticket payment; a specifically earmarked portion of the tuition payment for food service; or an identifiable reduction from the standard tuition rate for meals provided by parents. Independent centers or sponsoring organizations which charge separately for meals must develop and submit a policy statement that:

- sets forth the criteria and form that will be used to determine free and reduced price eligibility for enrolled children;
- describes the procedures used to accept free and reduced price statement forms from each child's household;
- describes the method used to collect payments from children paying the full price of the meal without overtly identifying those paying the reduced price or those receiving a free meal;
- provides for a hearing procedure for a child's household to appeal a questionable free and reduced price eligibility determination;
- provides assurances that there will be no disclosure or overt identification of free and reduced price eligibles, and no discrimination against any participant on the basis of race, color, national origin, sex, age, or disability; and
- provides assurance concerning the maximum charges that will be made for reduced price meals.

## Eligibility Determinations

When free and reduced price reimbursements will be claimed, individual eligibility information must be collected for all enrolled children at least once each year. The information submitted by each child's household is compared to the U.S. Department of Agriculture (USDA) eligibility guidelines in order to determine the enrollee's free or reduced price eligibility. USDA's income and household size guidelines, annually provided by the administering agency, are the same as those used for determining eligibility under the National School Lunch and School Breakfast Programs. The administering agency can also provide guidance concerning the automatic eligibility of certain participants in the Head Start and Even Start Programs.

## Eligibility Categories

The **free meal** category is for a child whose household size and gross income are at or below the eligibility level for free meals according to the current guidelines; or who receives food stamp, Aid to Families with Dependent Children (AFDC), or Food Distribution Program on Indian Reservations (FDPIR) benefits.

The **reduced price meal** category is for a child whose household size and gross income do not meet the requirements for free meals, but are at or below the eligibility level for reduced price meals according to the current income eligibility guidelines.

The **paid meal** category is for any child whose household gross income exceeds the eligibility guidelines for free or reduced price meals, or who is not a member of a food stamp, AFDC, or FDPIR household. Enrollees for whom no income eligibility statement (or an incomplete and uncorrected statement) has been submitted are also in the paid category.

## Income Eligibility Statements

The eligibility information must be obtained on a form that is completed, signed, and submitted by the child's parent, guardian, or other household adult. A sample income eligibility statement is included as Attachment B, and sample letters to the parent or guardian which explain the purpose for determining free and reduced price eligibility are included as Attachment C.

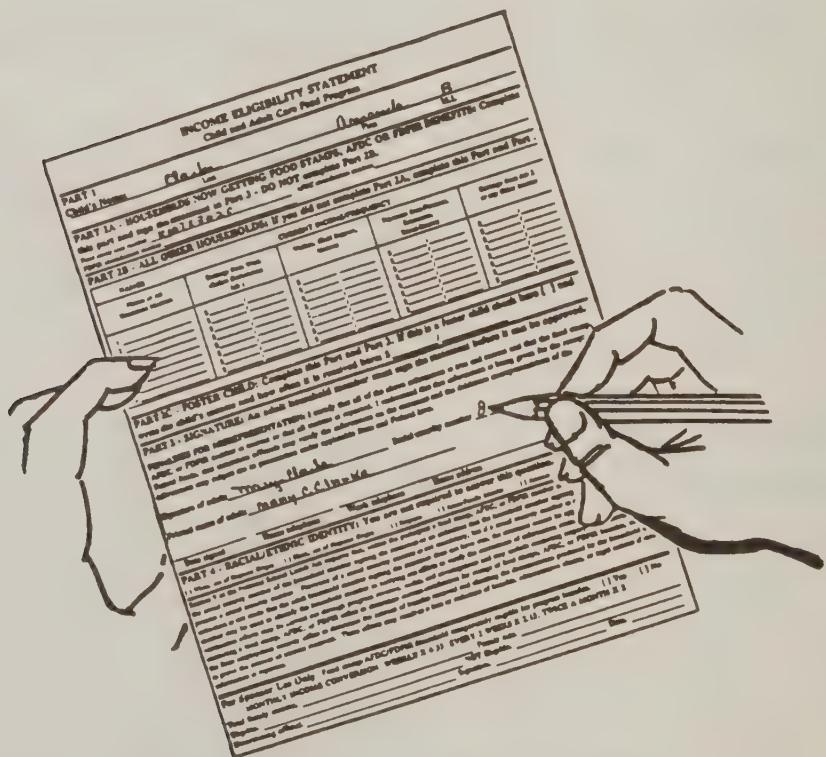
For all enrolled children, except those meeting the categorical criteria below, foster children, and certain Head Start and Even Start participants, "income" includes the household's gross earnings, wages, welfare, pension, and support payments, unemployment

compensation, social security, and additional cash received or withdrawn from any other sources, including savings, investments, trust accounts, and other resources.

An enrolled child who is a member of a food stamp, AFDC, or FDPIR household is categorically eligible for free meals. The household does not have to provide size and income information. Rather, the food stamp, AFDC, or FDPIR identification number is required on the signed eligibility statement confirming that the child is a member of a currently certified household.

A foster child who remains the legal responsibility of the welfare or social services agency, or court is considered a household of one. Only his or her personal earnings, gifts, and funds provided by the public authority that are identified specifically for the child's personal use, must be reported.

Finally, the income eligibility statement must be signed by an adult household member—the child's parent, guardian, or other adult—and the social security number of that adult (or an indication that he or she does not have a number) must be provided.



## **Overt Identification Prohibition**

CACFP rules require that there be no obvious identification of free and reduced price recipients that would cause embarrassment to any child. Therefore, the information submitted on the income eligibility statements and the free and reduced price eligibility status of each child is **confidential**. Again, center officials who operate pricing and nonpricing programs must be careful not to overtly identify any children at the time of payment during meal service periods, or to "outsiders" at any time.

## **Public Release**

Each independent center and sponsoring organization of centers must prepare and issue a public release to the local media announcing their intention to operate the federally funded CACFP. This release must include:

- the current USDA income eligibility guidelines for free and reduced price meals; and
- a statement that the center does not discriminate against any child because of race, color, national origin, sex, age, or disability.

A copy of this public release, including any additional information the center or sponsor wishes to announce, must be provided to one or more newspapers, magazines, radio, or television stations that serve the area. A copy of the release should be kept on file and one copy sent to the administering agency. Whether or not the media uses the public release, the responsibility has been fulfilled when the release is sent to them. The Reference Section includes copies of sample public releases that may be used for nonpricing and pricing programs. (See Attachments D-1 and D-2).

## **Public Notification**

All leaflets, brochures, news articles, or bulletins that are made available to the public by the center or sponsor shall contain a statement that the CACFP is available to all participants without regard to race, color, national origin, sex, age, or disability and include the procedure for filing a discrimination complaint. This statement, which appears on the inside front cover of this handbook, shall be included in a prominent place in each publication.



## Chapter 5

### Meal Patterns and Food Service

This chapter sets forth the meal patterns required by the regulations and provides food service suggestions for child care centers participating in the Child and Adult Care Food Program (CACFP).

#### Approved Meal Types

Only the meal types specified in the center's or sponsor's agreement that are served in compliance with the meal pattern requirements may be claimed for reimbursement. Under the Program, independent and sponsored centers providing regular day care services can be approved to serve, and claim for reimbursement, a daily maximum of two meals (breakfast and/or lunch and/or supper) and one supplement (snack), or two snacks and one meal, to each enrolled child in attendance for less than eight hours. The local center or sponsor can select and implement the styles or methods of preparation and food service best suited to the needs of the enrolled children.

#### Meals in Eight-Hour Care

An additional reimbursable meal or snack—a maximum of three meals and one snack or two meals and two snacks—can be served to each enrolled child and claimed on each day that individual child is documented to have been in the center's care for eight or more hours. Documentation may be a system (e.g., a time-in/time-out form) which records total time-in-attendance for each child at the center; or, if approved by the administering agency, evidence that at least eight hours elapse between the end of the center's first meal service period and the beginning of the fourth meal service, on any day in which reimbursement is claimed for a fourth meal or snack served to any enrolled child.

#### Meals in Outside-School-Hours Centers

Outside-school-hours care centers can be approved to serve one or more of the following meal types: breakfast, snack, or supper. In addition, such centers may be approved to serve lunch to enrolled school-age children during periods of school vacation, including weekends and holidays; and to enrolled children attending schools which do not offer a lunch program. Such centers, however, cannot be approved to operate the CACFP on weekends only.

## **Family Style Meal Service**

Meals may be served in a family style setting. Children enrolled in day care may welcome this method and feel most comfortable when the center chooses to implement such service. Unlike cafeteria lines, unitized meals, and preset service methods, family style meal service can enhance young children's acceptability of offered foods, and affords the children latitude in the size of initial servings because replenishment is immediately available at each table. Meals served in compliance with the following practices are eligible for reimbursement:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate the supervising adult.
- Every child should initially be offered and encouraged to take the full portion of each meal component required for his or her age group.
- If a child initially refuses a component or does not take the full portion size required for his or her age, the supervising adult is responsible to actively encourage the child to at least take a trial portion, or offer a second helping of the food component during the course of the meal.



## Meal Patterns

The following meal pattern charts set forth the food components required for each reimbursable CACFP meal with the minimum required portion sizes by age.

### Infants Ages Birth Through 3 Months

	COMPONENTS	QUANTITY
BREAKFAST	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces

### Infants Ages 4 Months Through 7 Months

BREAKFAST	Infant formula (iron-fortified) or Breastmilk **	4-8 fluid ounces
	Infant cereal (iron-fortified, dry) (optional)	0-3 tablespoons
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk **	4-8 fluid ounces
	Infant cereal (iron-fortified, dry) (optional)	0-3 tablespoons
	Fruit and/or vegetable (optional)	0-3 tablespoons

\* Not reimbursable, but strongly encouraged.

\*\* Reimbursable when optional component(s) is served.

## Infants Ages 8 Months Through 11 Months



	COMPONENTS	QUANTITY
BREAKFAST	Infant formula (iron-fortified) or Breastmilk *** or Whole milk	6-8 fluid ounces
	Infant cereal (iron-fortified, dry)	2-4 tablespoons
	Fruit and/or vegetable	1-4 tablespoons
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk ** or Whole milk or Full-strength fruit juice	2-4 fluid ounces
	Bread or Crackers (optional)	0-1/2 slice 0-2 crackers
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk *** or Whole milk	6-8 fluid ounces
	Infant cereal (iron-fortified, dry) and/or Meat, fish, poultry, egg yolk or Cooked dry beans or peas or Cheese or Cottage cheese, cheese food, cheese spread	2-4 tablespoons 1-4 tablespoons 1-4 tablespoons 1/2-2 ounces 1-4 ounces
	Fruit and/or vegetable	1-4 tablespoons

\*\* Reimbursable when optional component(s) is served.

\*\*\* Reimbursable when the other components are served.

Attachment Q lists the publication "Feeding Infants, A Guide for Use in the Child Care Food Program." This publication provides information on breastfeeding, introducing solid foods, sanitation, food preparation, and food handling.

## Breakfast Meal Pattern for Children Ages 1 Through 12

COMPONENTS	Ages 1 and 2	Ages 3 through 5	Ages 6 through 12 <sup>1</sup>
<b>Milk</b> Milk, fluid	1/2 cup <sup>2</sup>	3/4 cup	1 cup
<b>Vegetables and Fruits</b> Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice or An equivalent quantity of any combination of the above	1/4 cup	1/2 cup	1/2 cup
<b>Bread and Bread Alternates<sup>3</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>4</sup> or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of bread and bread alternate	1/2 slice 1/2 serving	1/2 slice 1/2 serving	1 slice 1 serving

Note: Indicated endnotes can be found on page 28.



## Supplement (Snack) Meal Pattern for Children Ages 1 Through 12

COMPONENTS (Serve two food items selected from any two of these four components)	Ages 1 and 2	Ages 3 through 5	Ages 6 through 12 <sup>1</sup>
<b>Milk</b> Milk, fluid	1/2 cup <sup>2</sup>	1/2 cup	1 cup
<b>Vegetables and Fruits</b> Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice <b>or</b> An equivalent quantity of any combination of the above (Juice may not be served when milk is the only other component)	1/2 cup	1/2 cup	3/4 cup
<b>Bread and Bread Alternates<sup>3</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>4</sup> or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above bread and bread alternates	1/2 slice 1/2 serving  1/4 cup or 1/3 oz. 1/4 cup 1/4 cup 1/4 cup  An equivalent quantity of any combination of the above bread and bread alternates	1/2 slice 1/2 serving  1/3 cup or 1/2 oz. 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving  3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
<b>Meat and Meat Alternates</b> Lean meat or poultry or fish <sup>5</sup> or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds <sup>6</sup> or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp.  1/2 oz.  2 oz. or 1/4 cup	1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp.  1/2 oz.  2 oz. or 1/4 cup	1 oz. 1 oz. 1 egg 1/4 cup 2 tbsp.  1 oz.  4 oz. or 1/2 cup

Note: Indicated endnotes can be found on page 28.

## Lunch or Supper Meal Pattern for Children Ages 1 Through 12

COMPONENTS	Ages 1 and 2	Ages 3 through 5	Ages 6 through 12 <sup>1</sup>
<b>Milk</b> Milk, fluid	1/2 cup <sup>2</sup>	3/4 cup	1 cup
<b>Vegetables and Fruits<sup>7</sup></b> Vegetable(s) and/or fruit(s)	1/4 cup total	1/2 cup total	3/4 cup total
<b>Bread and Bread Alternates<sup>3</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of bread and bread alternates	1/2 slice 1/2 serving  1/4 cup 1/4 cup	1/2 slice 1/2 serving  1/4 cup 1/4 cup	1 slice 1 serving  1/2 cup 1/2 cup
<b>Meat and Meat Alternates</b> Lean meat or poultry or fish <sup>5</sup> or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds <sup>6</sup> or An equivalent quantity of any combination of the above meat and meat alternates	1 oz. 1 oz. 1 egg 1/4 cup 2 tbsp.  1/2 oz. <sup>8</sup> = 50%	1 1/2 oz. 1 1/2 oz. 1 egg 3/8 cup 3 tbsp.  3/4 oz. <sup>8</sup> = 50%	2 oz. 2 oz. 1 egg 1/2 cup 4 tbsp.  1 oz. <sup>8</sup> = 50%

Note: Indicated endnotes can be found on page 28.

## Endnotes

1. While children age 12 and up may be served larger portions based on their development and greater food needs, they must be served the minimum quantities specified in this section for children ages 6 through 12.
2. For the purposes of the requirements, a cup means a standard measuring cup.
3. Bread, pasta or noodle products, and cereal grains must be wholegrain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with wholegrain or enriched meal or flour; cereal must be wholegrain or enriched or fortified.
4. Either volume (cup) or weight (ounce), whichever is less.
5. Edible portion as served.
6. Tree nuts and seeds that may be used as meat alternates are listed in Program Aid 1331, Food Buying Guide for Child Nutrition Programs (1984, 1990—Supplements Added 1993).
7. Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
8. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

## Variations/ Substitutions

In certain instances the Food and Consumer Service national office may grant approval through the administering agency for variations in the food components. Centers may request such approval when evidence is provided that shows that the variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs. In addition, substitutions **may** be made in the meal patterns without such approval for an individual child with special medical or dietary needs, if a supporting statement signed by a recognized medical authority is on file. The statement must specify how the child's diet is restricted and which foods, provided by the center or parent, can be substituted.

Centers are **required** to make substitutions or modifications in the meal patterns for children who are unable to consume Program meals due to a mental or physical disability which limits one or more major life activity. A signed statement obtained from a licensed physician certifying and explaining why the disability restricts the child's diet; providing lists of foods to be avoided; choices of foods that **must** be substituted; and other medically necessary modifications must be maintained at the center or sponsoring organization.

## Nutrition Education

A child care center is often the first out-of-home experience for infants and young children. Many parents, when choosing day care, look for a center with a structured program where staff are likely to be knowledgeable in early childhood education and training. Meals served family style in the center represent one of the best opportunities to introduce foods to children and to reinforce and expand good eating behaviors started by parents. Day care also provides the opportunity to teach young children and their peers healthy lifetime eating habits by providing nutritious meals and snacks and incorporating age-appropriate nutrition education activities in the daily schedule. It also provides opportunity to impart nutrition education information to parents through their children and their drop-in visits to the center.

In addition to their own knowledge and creativity, there are many available resources that can assist center directors and caregivers in teaching nutrition and nutrition concepts to participating children and their parents. Attachment Q in the Reference Section lists publications and contacts for audio-visual and printed materials available through the Food and Nutrition Information Center, the National Food Service Management Institute, and other

organizations. A listing of State Nutrition Education and Training Coordinators who can assist inquiring center officials with additional nutrition education resources is provided as Attachment R.

### **Commodities or Cash-in-lieu of Commodities**

In addition to cash reimbursement for meals, the U.S. Department of Agriculture (USDA) offers participating child care centers entitlement commodities, or optional cash-in-lieu of commodities, at an annually adjusted per meal rate for each lunch and supper served.

Commodities are foods that USDA acquires through subsidy programs or purchases in large quantities. Depending on seasonal crop conditions, USDA may acquire or buy canned and/or fresh fruits and vegetables, wheat products, beef, peanut butter, or any number of other products. USDA then disburses these foods to State distributing agencies, which in turn distribute them to child care centers, schools, hospitals, prisons, and other institutions and organizations that participate in the federally-assisted meal service programs.

Every year each participating independent center and sponsoring organization has the option of electing to receive commodities or cash-in-lieu of commodities. A sponsor must elect either all commodities or all cash-in-lieu for all facilities that it sponsors—centers and day care homes if they sponsor both. The administering agency will annually contact each independent center and sponsor to determine its preference, and will provide information on the types of commodities that will be available, how these foods are packaged, and how, when, and where the commodities may be obtained. Some centers elect cash-in-lieu of commodities because they have found that the size of available food packages is too large for timely use, or because pick-up and adequate storage would be difficult. If cash-in-lieu rather than donated commodities is chosen, a payment at the current year's commodity entitlement rate for each lunch and supper served will be made in addition to per meal cash reimbursements. When the great majority of centers and sponsors elect to receive cash-in-lieu and the State distributing agency determines that it would not be practical to distribute commodities to the percentage electing them, the administering agency may provide cash-in-lieu of commodities to all participating centers and sponsors within that State.

## **Meal Preparation Systems**

The best system of meal preparation for a given center will depend upon such factors as the type of menu desired; the availability of food service equipment, space, and personnel; and the budget of the organization. Following are several types of meal preparation systems utilized in day care centers:

### **Onsite**

Onsite preparation is the most commonly used system in child care centers. The meals are prepared at the same location where they are to be served. This is usually the most economical method when the center has a kitchen, sufficient food preparation equipment, and available staff. All or part of the food may be prepared onsite and the remainder purchased from an outside source, such as a school, hospital, or commercial vendor.

### **Central Kitchen**

A multi-center sponsoring organization which only has one center with a kitchen may want to prepare all meals at that central kitchen. The sponsoring organization would arrange to transport meals from the central kitchen and deliver them to its other sponsored facilities. When transporting meals, equipment would be needed to keep both hot and cold foods at the temperature levels required under State or local health laws.

### **Purchasing from a School Food Authority**

Meals may be purchased either in bulk or as unitized meals from a school food authority that operates its own food service. While competitive procurement procedures are not required to do so, the center or sponsor must enter a written agreement with the school food authority that includes the CACFP meal patterns and basic Program requirements. Attachment E in the Reference Section is a sample of such agreement which should provide for the center or sponsor to receive menu copies from the school food authority and, if required by the State administering agency, the applicable food production records. If the school food service is operated by a food service management company under contract, procedures in the following paragraph are applicable.

### **Purchasing from a Food Service Management Company**

Food service management companies prepare and deliver complete unitized meals or meal components in bulk. An independent center or sponsor wishing to purchase its meals from a food service management company must follow competitive procurement procedures and enter into a written contract with the company,

utilizing the standard contract form developed by the administering agency. The center or sponsor must observe Federal procurement standards and any additional State or local requirements. Signing the meal contract with a food service management company does not relieve the center or sponsor of its Program responsibilities for managing, monitoring, and recordkeeping. A copy of the signed contract must be submitted to the administering agency before Program operations can begin under the contract.

### **Purchasing from a Commercial Vendor**

Commercial vendors are public organizations, private commercial enterprises, or individuals that supply nonfood items or individual food items but not complete meals. An independent center or sponsoring organization that purchases from a commercial vendor must enter into a written contract with the vendor.

## **Procurement Guidance**

An independent center or sponsoring organization that contracts with a food service management company or commercial vendor should be aware of and comply with applicable State or local laws and the Federal procurement standards. Copies of a standard contract and guidance on compliance with these procurement standards should be obtained from the administering agency.

Centers and sponsors may use appropriate procurement procedures reflecting the applicable State or local small purchase dollar limits, when purchasing services, supplies, and other property with a total cost of less than \$10,000. In doing so, price or rate quotations should be obtained from an adequate number of qualified sources.

All proposed procurements of \$10,000 or more need to be formally advertised for bid unless, under certain circumstances, the administering agency states otherwise. While State and local laws vary, the administering agency may require the following procedures intended to prevent fraud, waste, and program abuse for food service contracts:

- The center or sponsor should notify the administering agency and publicly announce the proposed contract at least 14 calendar days before the scheduled public opening of bids. The announcement should include information about obtaining a copy of the complete specification for the proposed meal service, and the time and place of the bid opening.

- The Invitation For Bid (IFB) should be clear and accurate so that all prospective bidders have an equal chance of potentially getting the contract.
- The IFB may not provide for loans or other monetary benefits, terms, or conditions to be made by food service management companies or commercial vendors.
- The only nonfood items that can be included are those necessary for the food service, such as straws, napkins, or packaging.
- Bids totaling \$50,000 or more should be submitted to the administering agency for approval before acceptance.
- The administering agency should be informed which bid will be chosen. If the lowest bid is not accepted, a justification for awarding the contract to a higher bidder must be provided.

The procurement standards apply to any contract whether it is for meals, food items, supplies, equipment, or other related services. Because State and local laws differ, the administering agency can provide specific detailed information regarding applicable purchasing or contracting procedures.

**Be alert to conflict of interest situations, both internal and external. AVOID:**

- the exchange of anything of monetary value between the contractor and center or sponsor that might influence the award or prohibit maximum open and free competition; and
- contracting with family or board members for procurement or to perform services such as outreach or monitoring.



## Chapter 6

### Program Payments

#### Reimbursement

Under the Child and Adult Care Food Program (CACFP) legislation and regulations, the State administering agency chooses between the following methods for reimbursing independent centers and sponsoring organizations of centers:

- the computed reimbursement (see computation methods below);  
**or**
- the computed reimbursement or the center's/sponsor's documented costs incurred for both administering and operating its meal service, whichever is the lesser.

The method chosen by the administering agency applies to **all** participating centers and sponsors of centers in the State.

#### Computing Reimbursement

Regulations provide three methods for computing reimbursement—one of which will be assigned by the administering agency to each independent center and sponsoring organization of centers at least annually:

- claiming percentages;
- blended per meal rate; or
- total monthly counts of the actual number of meals by type served each day to children eligible for free, reduced price, and paid meals.

The claiming percentages and blended per meal rate methods for computing reimbursement are intended to simplify the task of developing and preparing the monthly claim for reimbursement. By using either of these methods, daily meal counts by type do not have to be maintained for each income category (free, reduced price, and paid). It is only necessary to keep count of total meals served by meal type (breakfast, lunch, supper, or snack).

National Average Payment Rates of reimbursement for meals served, annually adjusted to reflect Consumer Price Index changes, are announced every July 1. The administering agency will notify participating independent centers and center sponsors of changes in the rates.

In the following computation examples, the given reimbursement rates should be viewed only as guides. The currently applicable reimbursement rates should be substituted when computing a center's potential reimbursement.

#### **Claiming Percentages**

When reimbursement is calculated on the basis of claiming percentages, the following general formula is used:

$$\frac{\text{Number eligible for free OR reduced price OR paid meals}}{\text{Total enrollment}} \div \frac{\text{Claiming \% for that category}}{\text{Total number of meals (breakfast, lunch, supper, or snack) by type, served during the month}} \times \text{Reimbursement rate}$$

Following is a step by step example of how to calculate a claim for reimbursement (lunches only) using the claiming percentage method of reimbursement.

#### **Example:**

50 children are enrolled in a center.

30 are eligible for the free reimbursement rate;

5 are eligible for the reduced price reimbursement rate; and

15 are eligible for the paid reimbursement rate.

1000 lunches are served during the month.

### **Step #1**

Compute claiming percentage for each eligibility category.

**30 free ÷ 50 enrolled = 60% of total enrollment**

**5 reduced price ÷ 50 enrolled = 10% of total enrollment**

**15 paid ÷ 50 enrolled = 30% of total enrollment**

### **Step #2**

Percentages (60% free, 10% reduced price, 30% paid) are converted to decimals (.60, .10, .30), then multiplied by the total number of lunches served during the claim month (1000).

**1000 x .60 = 600 free meals**

**1000 x .10 = 100 reduced price meals**

**1000 x .30 = 300 paid meals**

### **Step #3**

Meals are multiplied by the currently appropriate rates (free = \$1.795, reduced price = \$1.395). paid = \$.1725)

**600 free meals x \$ 1.795 = \$ 1077.00**

**100 reduced price meals x \$ 1.395 = \$ 139.50**

**300 paid meals x \$ .1725 = \$ 51.75**

### **Step #4**

The totals are added together to obtain the center's total claim for reimbursement for lunches served during that month.

**\$ 1077.00 for free lunches served**

**139.50 for reduced price lunches served**

**+ 51.75 for paid lunches served**

**\$ 1268.25 = maximum potential reimbursement for lunches**

### Blended Rate

The blended per meal rate is a method of calculating an average rate of reimbursement by meal type. This average rate is multiplied by the total number of meals served in that meal type.

Following is the general formula and a step-by-step example of how to calculate a claim for reimbursement (lunches only) using the blended rate method of reimbursement:

# of free eligibles	# of reduced price	# of paid eligibles
$\div$	$\div$	$\div$
Total enrollment	Total enrollment	Total enrollment
$=$	$=$	$=$
Claiming % free	Claiming % reduced	Claiming % paid
$\times$	$\times$	$\times$
Current free rate	Current reduced rate	Current paid rate
$=$	$=$	$=$
Revised free rate	Revised reduced rate	Revised paid rate
$+$	$+$	$+$
	$=$	
	Blended rate	
	$\times$	
Total number of meals (breakfast, lunch, supper, or snack) by type served during the month		
$=$		
Maximum potential reimbursement for that meal type		

#### Example:

50 children are enrolled in a center.

30 are eligible for the free reimbursement rate;

5 are eligible for the reduced price reimbursement rate; and

15 are eligible for the paid reimbursement rate.

1000 lunches are served during the month.

#### Step #1

Compute claiming percentage first:

$$30 \text{ free} \div 50 \text{ enrollment} = 60\% \text{ or } .60$$

$$5 \text{ reduced price} \div 50 \text{ enrollment} = 10\% \text{ or } .10$$

$$15 \text{ paid} \div 50 \text{ enrollment} = 30\% \text{ or } .30$$

### Step #2

Multiply the claiming percentages times the currently appropriate lunch reimbursement rates for each eligibility category. This gives a revised rate for each category:

	Free	Reduced price	Paid
Claiming percentage	.60	.10	.30
Appropriate rate	$\times \$1.795$	$\times \$1.395$	$\times \$1.1725$
Revised rate	\$1.077	\$1.395	\$0.5175

### Step #3

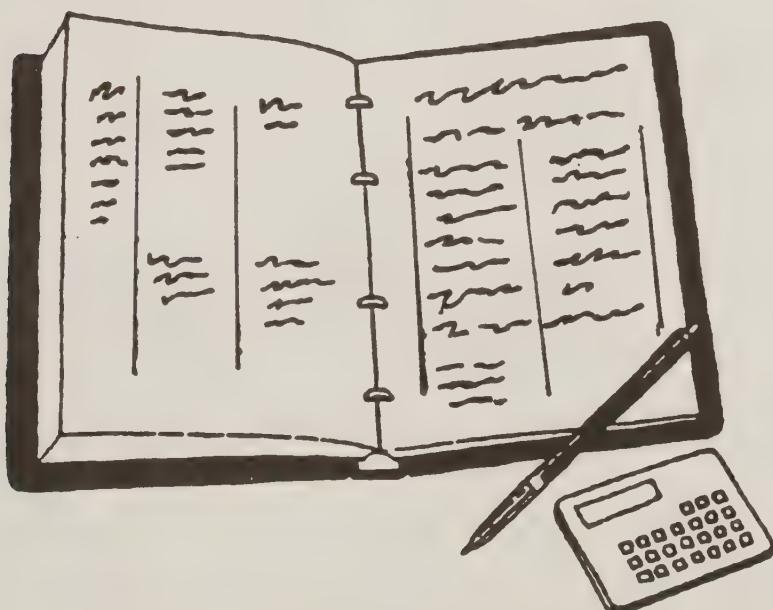
Add these revised rates together. This will give you the blended rate for computing reimbursement for lunches.

\$1.077	=	Revised free rate
.1395	=	Revised reduced price rate
<u>.05175</u>	=	Revised paid rate
\$1.26825	=	Blended rate

### Step #4

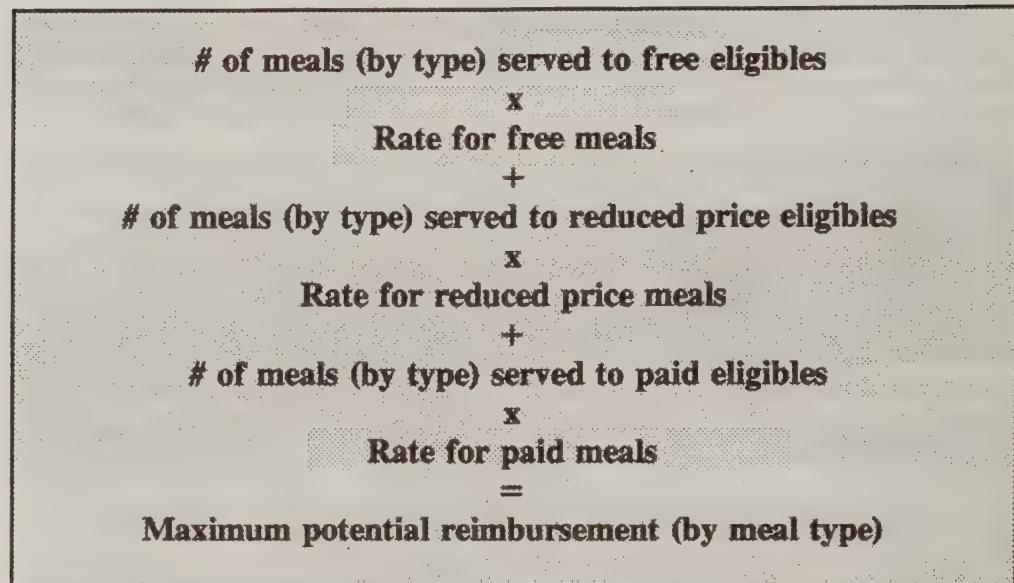
Multiply the total number of lunches served during the claim month times the blended rate.

Lunches served	Blended rate	Maximum potential reimbursement for lunches
1000	$\times \$1.26825$	\$1268.25



### Actual Meal Count by Eligibility Category

When reimbursement is computed on the basis of the actual number of meals (by type) served to enrolled children who are eligible for free, reduced price, and paid meals, the following formula is used:



#### Example:

A center served 1000 lunches during the course of a month of which 600 were free lunches, 100 were reduced price lunches, and 300 were paid lunches. Using the above formula, the computation for potential lunch reimbursement would be as follows:

Number of free lunches served to children during the month x rate for free lunches = Total free reimbursement:

$$600 \times \$1.7950 = \$1077.00 (+)$$

Number of reduced price lunches served to children during the month x rate for reduced price lunches = Total reduced price reimbursement:

$$100 \times \$1.3950 = \$139.50 (+)$$

Number of paid lunches served to children during the month x rate for paid lunches = Total paid reimbursement:

$$300 \times \$1.1725 = \$51.75 (=)$$

Maximum potential lunch reimbursement - free, reduced, and paid:

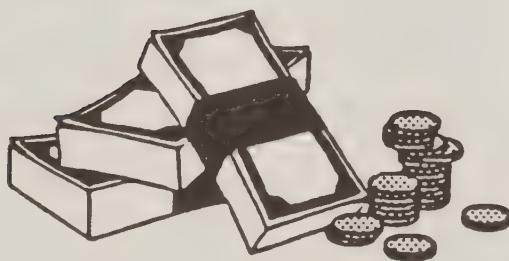
$$\$1077.00 + \$139.50 + \$51.75 = \$1268.25$$

## Claims for Reimbursement

All independent centers and sponsoring organizations must submit to the administering agency accurate monthly reports on the total number of meals served. These monthly reports are submitted on Claim for Reimbursement forms. Claims for reimbursement should be submitted to the administering agency as early as possible following the last day of the month covered by the claim, but must be postmarked no later than 60 days after that date, unless the State agency has established an earlier submission deadline. Late claims for reimbursement may be delayed or denied by the administering agency.

When a Program operates for more than 10 days in a month, a separate claim for reimbursement form must be submitted for that month. When, however, meals are served on 10 days or less, the claim for meals served in that month can be combined with the claim for the past or following month unless the State agency requires separate forms. Since claims cannot combine operations in 2 fiscal years, operating days in September and October cannot be combined. Therefore, if meals were served on 10 days or less in the first month of the fiscal year (October), the claim for those days can be combined with the second month's (November) claim or if meals were served on 10 days or less in the last month of the fiscal year (September), the claim for those days can be combined with the prior month's (August) claim.

It is important to file the claim quickly and correctly. Late or incorrect submission of the claim forms can impact timely payment from the administering agency which has the option, for good reason, to adjudicate a late claim submission.



## **Claim Forms**

Administering agencies may use slightly different claim forms. However, all claim forms will, at a minimum, require submission of the following information:

- month and year the meals were served;
- total number of meals served by type and eligibility category or, where reimbursement is computed by claiming percentages or blended rates, the total number of meals served by type;
- days (dates) of operation;
- number of sponsored centers participating;
- average daily attendance;
- total enrollment;
- percentage of Title XX beneficiaries that month (if applicable);
- operating costs (if applicable);
- administrative costs (if applicable); and
- income to the Program (if applicable).

Chapter 8, Recordkeeping, includes information on the records needed to support the claim for reimbursement.

## **Processing Claims**

The administering agency will review the claim form and pay all valid reimbursement claims within 45 calendar days after receiving them. If an incomplete or incorrectly completed claim form is submitted, the independent center or sponsoring organization will be advised within 15 calendar days, on how the claim can be corrected. If all or part of the claim is disallowed, the administering agency will advise the center or sponsor of the reason and provide an opportunity to appeal the decision under the fair hearing procedure. A sponsoring organization is required to distribute reimbursement to each facility under its sponsorship within 5 working days after receiving the funds from the administering agency, on the basis of its approved management plan.

## **Reimbursement for Title XX Centers**

An approved proprietary Title XX center can claim and be reimbursed only for meals served in those months when 25 percent of the enrolled children, or 25 percent of its licensed capacity, whichever is less, are Title XX beneficiaries. Independent Title XX centers and sponsoring organizations of such centers must include on their claim form the percentage of children receiving Title XX benefits during each month for which reimbursement is claimed.

## **Meals in Excess of Capacity/Shift Meal Service**

The administering agency may not reimburse for meals served to children in excess of the licensed or authorized capacity of each center. However, if the center serves meals to children in shifts (for example, if a meal type is served at two different times during a day to two different groups of children), and does not violate the authorized capacity during each shift, reimbursement for the meals is allowed. Serving meals in shifts must be clearly indicated on the application to participate form and be approved on the center's or sponsor's agreement.

## **Reimbursement for Food Provided by Parents**

The basic premise of the CACFP is to reimburse participating centers and sponsors for costs associated with providing wholesome, nutritious meals to children. If costs are not incurred, then reimbursement is not paid. When children bring their own food to the day care center, such meals are not reimbursable. If it is necessary for a parent to furnish a particular food item for medical reasons, the meal may still be claimed for reimbursement if the center supplies at least one required meal component. Substituted food items must be fully documented and approved. (See Chapter 5, Variations/Substitutions). Examples include:

- infant formulas that do not meet the Food and Drug Administration definition for iron-fortified infant formula,
- a substitute required by an allergic reaction to milk, and
- rice crackers instead of bread for children with a wheat absorption problem.

A parent may, however, furnish breastmilk or iron-fortified formula for his/her child's reimbursable meal, without documentation from a medical authority. (See Chapter 5, Infant Meal Pattern Charts for reimbursement guidance.)

## Meals that Cannot be Claimed

### Meals that cannot be claimed for reimbursement are:

- meals served to any child who is not enrolled for care in the center;
- meals served in excess of the licensed or authorized capacity of each center;
- meal types not approved in the center's or sponsor's agreement with the administering agency;
- meals served that are in excess of the two meals and a snack (or one meal and two snacks) claimed daily for each enrolled child, except for children documented to have been in care for eight hours or more; and
- meals that do not meet the meal pattern requirements.

## Advance Payments

All independent centers and sponsoring organizations are eligible to receive advance payments equal to their average monthly reimbursement. The administering agency makes advance payments available on the first of each month for expenses to be incurred during the rest of that month. Centers or sponsors may choose to receive all or part of the advance for which they are eligible or they may choose not to receive any advance payments. The administering agency will estimate the amount for which new centers and sponsors are eligible, and the amount of the first advance payment each fiscal year for all other centers and sponsors, based on information such as enrollment figures and prior year reimbursement claims.

When the center or sponsor submits its claim for reimbursement at the end of each month, the administering agency will compare it to the amount that the center or sponsor has been receiving in its advance payment. If it is receiving more or less money in its monthly advances than it is claiming at the end of each month, the administering agency will adjust the amount of the advance payment to more closely reflect the center's or sponsor's claim for reimbursement.

The administering agency may withhold advance payments when it is questionable whether the center or sponsor will be able to submit a valid claim for reimbursement for any month. Also, the administering agency may discontinue advance payments if the center or sponsor is habitually slow in meeting claims deadlines. The administering agency will provide written reasons for withholding an advance payment, and guidance to appeal the decision through the State's fair hearing procedure.

Each sponsoring organization that has chosen to receive advance payments must disburse the appropriate amount to each sponsored center within 5 working days after receipt of the advance payment from the administering agency. The sponsoring organization may choose to receive less than the estimated full advance for which it is eligible. If a partial advance is received, sponsors may distribute the advance payments to individual centers in whatever amount they feel is appropriate. Regardless of the choices each sponsor makes, the total amount of operating advance payments received from the administering agency must be passed on to the sponsored centers within the 5-day period.

## **Other Federal Funding**

Meal service funds may also be available to independent centers and sponsors of centers participating in the CACFP from other Federal sources. For instance, the U.S. Department of Health and Human Services (DHHS) provides some funding for meal service costs as a budget line item to Head Start grantees. Also, both appropriated and nonappropriated military funds are made available under U.S. Department of Defense (DOD) rules for meal costs in child care facilities on military installations. CACFP funding is, however, primary in all cases and must be used first to cover food service costs. When participating centers and sponsors claim and receive CACFP reimbursement for meals, funding from DHHS, DOD, or similar Federal sources can only be used to cover those meal service costs that are not funded by the U.S. Department of Agriculture.



## Chapter 7

### Monitoring and Administrative Requirements

Monitoring and administrative reviews are critical to effective operation of the Child and Adult Care Food Program (CACFP). As part of the review and monitoring process, the administering agency's staff can provide technical assistance to participating centers and sponsors. This helps ensure that the enrolled children receive wholesome, nutritious meals, and that centers and sponsored facilities receive proper financial reimbursement.

#### Assistance from the Administering Agency

The administering agency's staff is available on request to provide guidance and training and to assist local center and sponsor personnel in operating an effective Program. The administering agency will:

- provide training on Program rules and regulations;
- process centers' and sponsoring organizations' applications, and approve or deny them in a timely manner;
- provide forms, publications, and Program guidelines;
- review the center's or sponsor's Program operations to ensure compliance with CACFP regulations;
- provide technical assistance in all areas of food program operations;
- provide information on audits;
- provide reimbursement toward meals and related costs;
- request each center's and sponsor's annual preference for donated commodities or cash-in-lieu of commodities; and
- establish a State appeal procedure to be followed by centers or sponsors when the administering agency makes an adverse decision affecting participation or reimbursement.

## **Administering Agency Reviews**

CACFP operations in all independent centers and sponsoring organizations are reviewed by the administering agency's staff at least once every 4 years. The review of a sponsoring organization's program includes, at a minimum, an on-site review of CACFP operations in 15 percent of their sponsored child care centers. All records relating to operations of the Program will be reviewed to ensure that reimbursements received were proper and reflect benefits provided to all participating children.

## **Audits**

In addition to reviews, independent centers and sponsors are subject to audits by State and Federal officials. The administering agency can provide specific information on Program audits.

## **Monitoring Requirements for Sponsors**

Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the food service operations at all child care centers under its sponsorship. At a minimum, the sponsor's monitoring requirements include:

- Pre-approval visits to each potential center that wishes to participate in the CACFP to discuss Program benefits and requirements, and to ensure that the staff is capable of providing the proposed food service.
- At least one review visit to each new center during its first 6 weeks of Program operations;
- Reviews of food service operations at least three times a year at each sponsored center to assess compliance with meal patterns, recordkeeping, and other Program requirements. Not more than 6 months can elapse between each review.
- Six reviews a year for each outside-school-hours care center. At least one review must be made during such center's first four weeks of Program operations, and not more than three months may elapse between reviews.

See Attachments F and G for suggested forms that sponsors may use during pre-approval and review visits.

## **Training**

The administering agency staff is available to provide training for staff of independent centers and sponsoring organizations on CACFP rules and regulations, nutrition education and dietary guidelines, meal pattern requirements, menu planning, recordkeeping, application and claims procedures, food service operations, meal service techniques, and financial management. Sponsoring organizations, in turn, must train staff of their sponsored centers in the above Program responsibilities and duties prior to the beginning of their food service operations. An annual training session covering appropriate CACFP topics is also required for staff of sponsored centers, and documentation of all training sessions must be maintained. (See Training Records in Chapter 8.)

## **Appeals and Fair Hearings**

A fair hearing system established by the State administering agency following Federal guidelines, is provided for center and sponsoring organization officials to appeal adverse administrative actions and/or decisions by the administering agency.

In the event of a program denial or other adverse action, the center or sponsor must file a written appeal within 15 calendar days of receiving notification of the action. Appealable adverse actions and decisions may include, but are not limited to:

- denial of the application for participation;
- denial of an application submitted by a sponsoring organization on behalf of one or more centers;
- termination or suspension from the Program;
- denial of a request for advance payments;
- denial of all or part of a claim for reimbursement (except for late submission);
- refusal by the administering agency to forward for Food and Consumer Service approval an exception request for payment of a late claim or for an upward adjustment to a claim; and
- demand to repay any overpayment.

**Seriously Deficient** For a variety of reasons the administering agency might not approve a center's or sponsor's application, or may discontinue its Program participation. Any center or sponsoring organization found at any time to be seriously deficient in the operation of any federally assisted Child Nutrition Program may not participate in the CACFP, unless the administering agency and the U.S. Department of Agriculture determine and agree that necessary action has been taken to correct such deficiency and prevent its recurrence. Serious deficiencies which are grounds for denial of applications or termination of Program participation include, but are not limited to:

- submission of false information;
- failure to keep records;
- claiming of meals not actually served to enrolled children;
- claiming of meals that do not meet the CACFP meal pattern requirements;
- non-compliance with bid or contract requirements;
- claiming of meals served in a proprietary Title XX center in any calendar month when less than 25 percent of enrolled children or 25 percent of the licensed capacity, whichever is less, are Title XX beneficiaries;
- failure to adjust meal preparation or vended meal orders, if applicable, to reflect attendance and conform to variations in the number of children who are actually present at meal service periods;
- failure to effectively and timely correct violations of health codes or, if applicable, using food service management companies that are in violation of health codes;
- failure to return excess advance payments or disallowed start-up payments to the administering agency; and/or
- failure to disburse payments to sponsored centers, if applicable, within 5 working days on the basis of the approved management plan.

## Chapter 8

### Recordkeeping

Maintaining accurate records is vital to making sure Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's or sponsor's Program operations. This chapter provides information about the types of records that must be kept to justify the reimbursement claim and suggestions on managing this portion of the Program. The administering agency can provide help in answering any questions about the required records or about systems for collecting and maintaining these records.

#### Recordkeeping System

An efficient recordkeeping system that supports all payments received under the Program must be maintained, and all allowable costs in support of the center's or sponsor's nonprofit food service must be documented. An orderly system for collecting and filing records is essential and will save time each month when the claim for reimbursement form is completed. In addition, all records should be readily available upon request for review or audit by the administering agency and representatives of the U.S. Department of Agriculture (USDA).

#### Retention of Records

Records must be maintained for a minimum of 3 years after the end of the Federal fiscal year to which they pertain. For example, records related to reimbursement and costs during Fiscal Year 1995 (October 1, 1994 through September 30, 1995) must be kept until October 1, 1998. Fiscal Year 1995 records may be disposed of in October 1998 only if there are no unresolved audit findings or the center's or sponsor's Program is not under investigation.

#### Training Records

Records of sponsoring organizations' annual or more frequent training sessions for their centers' personnel must be maintained. These records must include dates, locations, CACFP topics discussed, and names of center personnel in attendance.

## Meal Service Records

Independent and sponsored centers must keep daily records of meal counts, menus, and enrollee attendance to support their claims for reimbursement. A description of what each of these records must contain is discussed below. The sponsoring organization must collect these daily records from each sponsored center at least once a month to complete its monthly consolidated reimbursement claim. However, sponsoring organizations may want to collect records from the sponsored centers more frequently than monthly to verify that the records are current and correct, and to help the center personnel understand and correct any identified mistakes prior to completion and submission of the claim.

### Meal Count Records

Daily counts of the number of meals served to enrolled children, taken at the point of service, must be recorded and maintained by all participating centers. When the "actual monthly counts" claiming method is assigned to the center, its records must contain the number of meals served to enrolled children by each meal type **and** by income eligibility categories. Attachment H provides a suggested meal count form for use by such centers.

For centers that are assigned the "claiming percentages" or "blended rates" computation method, only the total number of meals served by type—breakfast, lunch, supper or snack—must be recorded daily on a more simplified form.

Daily counts of meals served to "program adults" working in the center's food service and to any other nonenrolled persons must also be recorded. Although not claimed for reimbursement, costs of these meals are part of food costs reported by the center or sponsor.

### Daily Menu Records

Daily records of menus must contain a listing of the food items served in each meal type to ensure that the requirements of the CACFP meal patterns were met. The sponsoring organization must monitor the menus served in its sponsored centers and give menu planning assistance to center personnel if they are not meeting the nutritional goals of the Program. Attachment I provides a sample menu planning worksheet with instructions.

### Daily Attendance Records

Accurate daily attendance records of all enrollees must be maintained separate from the center's meal count records. Time-in/time-out forms, recording time-in-attendance for each child at the center,

must be maintained for any day on which reimbursement is claimed for service of a fourth meal or snack to children in care for 8 or more hours, unless an alternate documentation system is approved by the administering agency. A suggested attendance form is included as Attachment J-1 in the Reference Section.

## **Enrollment and Eligibility Records**

Enrollment documentation of each child in day care is required using a format such as Attachment J-2. Centers and sponsors claiming free and reduced price reimbursement must annually obtain and keep on file approved income eligibility statements for children determined to meet the free and reduced price eligibility guidelines. Also, a confidential enrollment roster listing the name and eligibility status of each enrolled child should be maintained and kept current. The sample roster form, Attachment J-3, may be used for this purpose. Where all meals are served and claimed at the paid rate, the center or sponsor may use either the Enrollment Statements (J-2) obtained annually or the Enrollment Roster (J-3) for documentation.

At least once each year the center or sponsor will be required to report to the administering agency the number of enrolled children whose meals are currently eligible for free, reduced price, and paid rates of reimbursement. This information may be requested more frequently than annually in order to verify the center's or sponsor's reimbursement. (For additional information see Chapter 4, Free and Reduced Price Policy.)

In addition, all proprietary Title XX centers must keep records for each month Program reimbursement was claimed, documenting that at least 25 percent of the enrollees or 25 percent of their licensed capacity, whichever was less, were Title XX beneficiaries.



## **Records to Support Program Costs**

All independent centers and sponsors must keep accurate records of their operating and administrative costs to document the nonprofit status of their food service. In addition to the guidance in this chapter, the administering agency can provide detailed assistance based on the cost standards, principles, and guidelines contained in FNS Instruction 796-2, Rev. 2, *Financial Management - Child and Adult Care Food Program*.

## **Operating Costs**

Operating costs are costs incurred by independent centers and sponsoring organizations of centers for the preparation and service of meals. Allowable operating costs include, but are not limited to:

- food costs
- food service labor costs,
- costs for certain nonfood supplies, and
- costs for purchased services.

### **Food Costs**

Food costs are expenditures for the food used in all meals. The cost of the food may include the purchase price and charges for processing, transporting, storing, and handling purchased or donated food, including USDA commodities. These costs must be documented by invoices, receipts, inventory records, and itemized bills. (See Reference Section, Attachment L.)

Food costs are documented by the vendor's invoices for unitized Program meals if purchased under a contract with a food service management company or commercial vendor, or under an agreement with a school food authority.

### **Monthly/Yearly Inventory**

Many administering agencies require the calculation of the "cost of food used" at the end of each month. In this case, monthly food inventory records must be maintained. The Reference Section includes a sample food Inventory Control Sheet and instructions for its use (Attachment M).

Other administering agencies may, however, require an inventory to be taken once a year so they can make adjustments in the cost of food on an annual basis. In this case, the same procedure as for the monthly inventory would be followed, but only once a year.

## Records of Food Costs

The following outline shows the types of records that must be maintained to support food costs:

Method of Purchasing Food	Records to Keep
A. Central purchasing by independent center or sponsoring organization (buys, stores and disburses food supplies directly to facilities)	<ol style="list-style-type: none"><li data-bbox="914 383 1385 467">1. Itemized receipts and invoices for all food costs</li><li data-bbox="914 499 1385 626">2. Inventory records for use in reporting the value of food used</li></ol>
B. Contract purchasing through a school or food service management company	<ol style="list-style-type: none"><li data-bbox="914 685 1385 770">1. Copy of contract or school agreement</li><li data-bbox="914 802 1385 929">2. Itemized billings from school or food service management company</li><li data-bbox="914 961 1385 1045">3. Daily count of number of meals delivered</li></ol>
C. Direct purchasing	<ol style="list-style-type: none"><li data-bbox="914 1109 1385 1236">1. Itemized receipts and invoices for all food purchased</li><li data-bbox="914 1268 1385 1395">2. Inventory records as required by the administering agency</li></ol>



### **Food Service Labor Costs**

Independent centers and sponsoring organizations must document the cost of food service labor needed for the operation of the CACFP. This may include wages, salaries, employee benefits, and the share of taxes paid by the independent center or sponsoring organization necessary to perform the following tasks:

- menu planning and purchasing;
- meal preparation, serving, and clean-up of Program meals;
- supervision of day-to-day food service operations, including supervision of children during the meal service; and
- on-site preparation of daily Program meal service records.

Records that must be maintained include payroll records and time and attendance reports. The value of volunteer labor may not be used to support Program costs under this or any other cost category.

For part-time food service staff, the cost of labor must be prorated so that CACFP costs are supported by work performed only in the center's food service. In addition, if a portion of a food service employee's salary is paid with funds from another government or private source, accurate records must be maintained to ensure that the same costs are not charged to both sources. The administering agency must give approval before any claim involving prorated food service labor costs can be paid. Attachment N in the Reference Section includes additional information about the records that must be kept when prorating food service labor costs.

### **Costs of Nonfood Supplies**

Nonfood supplies include small kitchen equipment, paper goods (such as napkins and plates), and cleaning supplies used directly for the food service operation. Itemized receipts or invoices must be kept on file as documentation. Administering agencies may require a monthly or yearly inventory of these supplies.

### **Costs of Purchased Services**

Purchased services are items such as utilities, equipment rental, rental of facilities, and minor repairs. The costs for all food service related rental and repair expenses must be documented. Costs for shared purchased services such as utilities, water, and gas must be prorated and documented. The administering agency will provide assistance on what records are needed to support these costs.

## **Administrative Costs**

Administrative costs are costs incurred in planning, organizing, and managing the food service operation under the CACFP.

Administrative cost categories include the cost of clerical and office labor, supplies, monitoring labor, and mileage. Attachment O in the Reference Section provides a summary form of administrative expenses with instructions.

### **Administrative Labor Costs**

Labor costs include compensation paid for labor needed for:

- planning, organizing, and managing the food service operation;
- completing CACFP application materials;
- compiling daily records to complete the monthly consolidated reimbursement claim;
- training;
- preparing the monthly reimbursement claim; and
- monitoring Program operations.

The costs of administrative labor must be documented. Records that must be maintained include payroll records and employees' time and attendance reports. The value of volunteer labor may not be claimed under this or any other category of total Program costs.

The labor costs of administrative staff that work part-time on Program administrative duties must be prorated so that only CACFP administrative labor is claimed for reimbursement. Accurate records must be maintained to ensure that payment is not duplicated through CACFP reimbursement if a portion of an administrative staff member's salary is paid through another source of funding. In such

cases, the administering agency must approve in advance the amount claimed for reimbursement. See Attachment N in the Reference Section for additional information about the records that must be kept when prorating CACFP labor costs.

### **Administrative Supplies**

Costs incurred for supplies used to administer the CACFP may include:

- cost of printing or reproducing materials that are used for the food service and nutrition education materials;
- office supplies;
- telephone calls; and
- postage necessary for the center's food service operations.

Itemized receipts, invoices, and other records must be kept to document these costs. Administering agencies may require either a monthly or yearly inventory of administrative supplies.

### **Other Administrative Costs**

That portion of a sponsoring organization's expenditures for rent, utilities, office supplies, professional activities, training, transportation, and other allowable costs, that is applicable to CACFP is reimbursable.

When vehicles owned by the sponsoring organization or by one of the organization's employees are used for CACFP administrative duties (such as visits to centers for monitoring or training), the transportation cost—approved mileage rate times total miles plus parking and toll fees—can be claimed for reimbursement. Records must be kept to document the mileage claimed. A sample mileage record is included as Attachment P.

The administering agency will provide information about the amount of reimbursement that can be claimed for these and other expenditures while completing CACFP related administrative duties.

## Review Records

A sponsoring organization of centers must keep documentation on file of the location and date of each sponsored center reviewed, any problems cited, and the corrective action required and completed. The sponsoring organization should also maintain records documenting assistance and guidance it has provided to center personnel to complete corrective action(s).

## Reimbursement Records

Independent centers and sponsoring organizations must document income to the Program from all sources and maintain copies of all submitted claims for reimbursement, as well as receipts for all Program payments received from the administering agency. In addition, sponsoring organizations must keep records of the amount and date of all funds disbursements to each sponsored center.

## Administering Agency Records Options

The administering agency may require additional records other than the ones that are included in this chapter. For example, the State administering agency may require centers using onsite preparation to keep daily meal production records in addition to their daily meal counts, menu, and attendance records. A meal production record is a written record of the quantity of food prepared for each menu item served and the amount or number of servings left over. Production records help document whether an adequate amount of food was prepared and served to enrolled children to meet the CACFP meal pattern requirements. A suggested menu production worksheet with instructions is included as Attachment K.

## Assistance and Records Availability

The administering agency can provide guidance and suggestions to centers and sponsors on the completion of all forms and the maintenance of records. All Program records must be readily available for review by the administering agency and audit by State and Federal auditors.





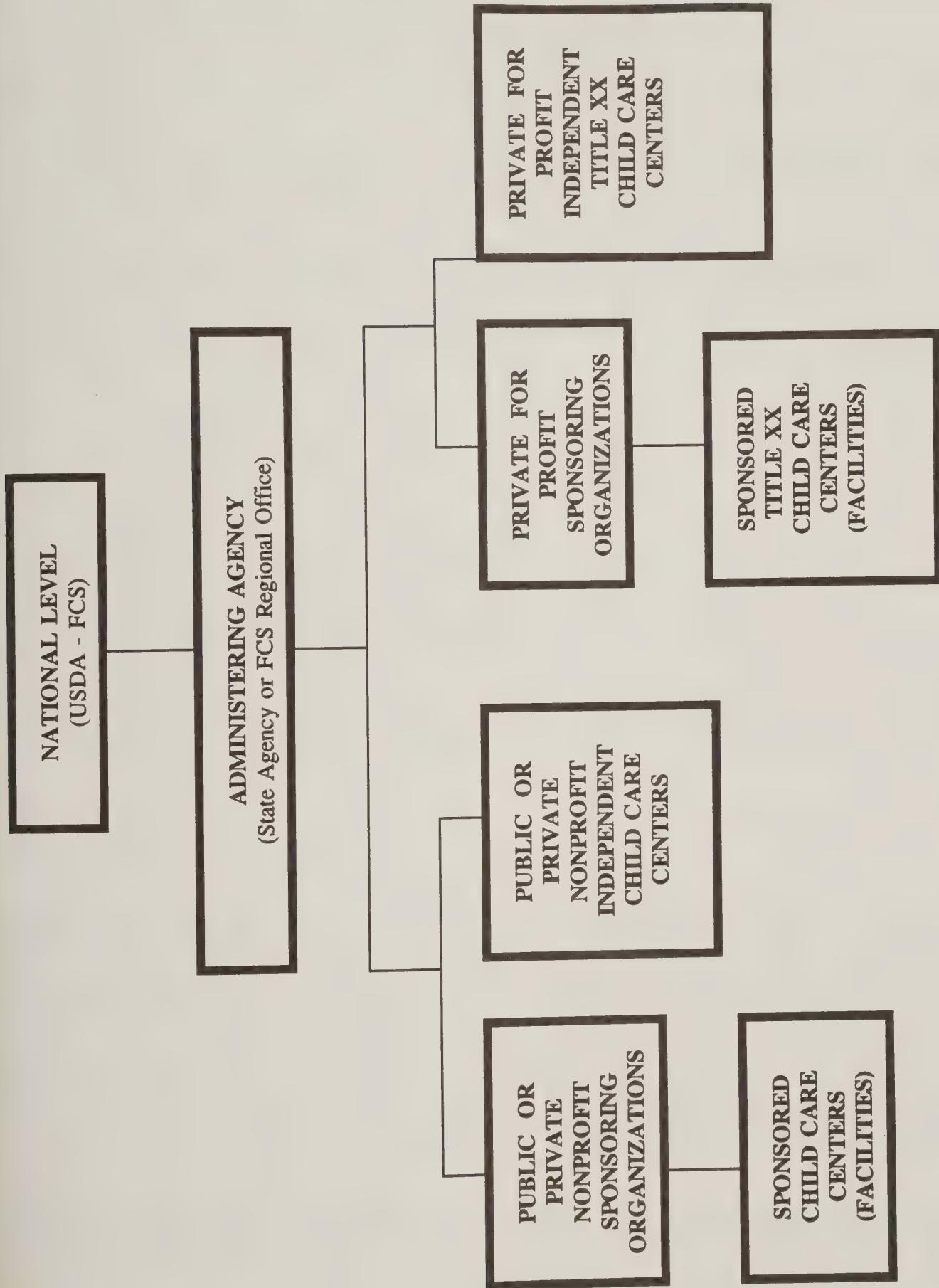
## REFERENCE SECTION

Organizational Chart	Attachment A
Income Eligibility Statement	Attachment B-1
Income Eligibility Statement Instructions	Attachment B-2
Sample Letter for Nonpricing Programs	Attachment C-1
Sample Letter for Pricing Programs	Attachment C-2
Public Release (Nonpricing Programs)	Attachment D-1
Public Release (Pricing Programs)	Attachment D-2
Agreement to Furnish Food Service	Attachment E
Pre-approval Visit Form for Sponsors	Attachment F
Sponsoring Organization Review Form	Attachment G
Daily Meal Count Form	Attachment H-1
Daily Meal Count Form Instructions	Attachment H-2
Menu Planning Worksheet	Attachment I-1
Menu Planning Worksheet Instructions	Attachment I-2
Attendance Record Form	Attachment J-1
Enrollment Statement	Attachment J-2
Enrollment and Eligibility Roster	Attachment J-3
Daily Menu Production Worksheet	Attachment K-1
Daily Menu Production Worksheet Instructions	Attachment K-2
Worksheet for Cost of Food Used	Attachment L
Inventory Control Sheet	Attachment M-1
Inventory Control Sheet Instructions	Attachment M-2
Records Necessary for Prorated Labor Costs	Attachment N
Summary of Administrative Expenses	Attachment O-1
Summary of Administrative Expenses Instructions	Attachment O-2
Administrative Mileage Record	Attachment P
Child and Adult Care Food Program Resources	Attachment Q
Nutrition Education and Training Coordinators	Attachment R



# Organizational Chart

Attachment A





## INCOME ELIGIBILITY STATEMENT

## Child and Adult Care Food Program

## PART 1

Child's Name:

Last

First

M.I.

**PART 2A - HOUSEHOLDS NOW GETTING FOOD STAMPS, AFDC OR FDPIR BENEFITS:** Complete this part and sign the statement in Part 3 - DO NOT complete Part 2B.

Food stamp case number:

AFDC identification number:

FDPIR identification number:

**PART 2B - ALL OTHER HOUSEHOLDS:** If you did not complete Part 2A, complete this Part and Part 3.

NAMES		CURRENT INCOME/FREQUENCY		
Names of All Household Members	Earnings from Work (Before Deductions) Job 1	Welfare, Child Support, Alimony	Payments from Pensions, Retirement, Social Security	Earnings from Job 2 or any Other Income
1.	\$ /	\$ /	\$ /	\$ /
2.	\$ /	\$ /	\$ /	\$ /
3.	\$ /	\$ /	\$ /	\$ /
4.	\$ /	\$ /	\$ /	\$ /
5.	\$ /	\$ /	\$ /	\$ /
6.	\$ /	\$ /	\$ /	\$ /
7.	\$ /	\$ /	\$ /	\$ /
8.	\$ /	\$ /	\$ /	\$ /

**PART 2C - FOSTER CHILD:** Complete this Part and Part 3. If this is a foster child check here [ ] and write the child's income and how often it is received here: \$ /

**PART 3 - SIGNATURE:** An adult household member must sign the statement before it can be approved.

**PENALTIES FOR MISREPRESENTATION:** I certify that all of the above information is true and correct and that the food stamp, AFDC, or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

Signature of adult: \_\_\_\_\_ Social security number: \_\_\_\_\_

Printed name of adult: \_\_\_\_\_

Date signed	Home telephone	Work telephone	Home address	Zip code
-------------	----------------	----------------	--------------	----------

**PART 4 - RACIAL/ETHNIC IDENTITY:** You are not required to answer this question.

[ ] White, not of Hispanic Origin    [ ] Black, not of Hispanic Origin    [ ] Hispanic    [ ] Asian/Pacific Islander    [ ] American Indian/Alaska Native

Section 9 of the National School Lunch Act requires that, unless the participant's food stamp, AFDC, or FDPIR number is provided, you must include the social security number of the household member signing the statement or an indication that the household member signing the statement does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the statement does not have one, the statement cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the statement. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, AFDC, or FDPIR office to determine current certification for receipt of food stamps, AFDC, or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

**For Sponsor Use Only:** Food stamp/AFDC/FDPIR household categorically eligible for program benefits: [ ] Yes    [ ] No

MONTHLY INCOME CONVERSION: WEEKLY X 4.33, EVERY 2 WEEKS X 2.15, TWICE A MONTH X 2

Total family income: \_\_\_\_\_ Family size: \_\_\_\_\_

Eligible: \_\_\_\_\_ NOT Eligible: \_\_\_\_\_ Date: \_\_\_\_\_

Determining official: \_\_\_\_\_ Signature: \_\_\_\_\_

## INCOME ELIGIBILITY STATEMENT INSTRUCTIONS

Please complete the Child and Adult Care Food Program Income Eligibility Statement using the instructions below. Sign the statement and return it to the sponsoring center. Call the center if you need help: # \_\_\_\_\_

### **PART 1 - PARTICIPANT'S INFORMATION: COMPLETE THIS PART.**

(1) Print the name or names of the child(ren) enrolled in the center.

### **PART 2A - HOUSEHOLDS GETTING FOOD STAMPS OR AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) BENEFITS: COMPLETE THIS PART AND PART 3.**

(1) List your current food stamp case number or your AFDC or FDPIR identification number for the participant. Do not complete Part 2B.

(2) An adult household member must sign the statement in PART 3.

### **PART 2B - ALL OTHER HOUSEHOLDS: COMPLETE THIS PART AND PART 3.**

(1) Write the names of everyone in your household.

(2) Write the amount of income (the amount before taxes or anything else is taken out), the frequency of income (i.e., weekly, every two weeks, twice a month, or monthly) received last month for each household member, and where it came from, such as earnings, welfare, pensions, and other income (refer to examples below for types of income to report). If any amount last month was more or less than usual, write that person's usual income.

(3) An adult household member must sign this income eligibility statement and give his/her social security number in PART 3.

### **PART 2C - FOSTER CHILD: COMPLETE THIS PART AND PART 3 FOR EACH FOSTER CHILD LIVING IN YOUR HOME AND ENROLLED IN THE CENTER.**

### **PART 3 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART.**

(1) All income eligibility statements must have the signature of an adult household member;

(2) The adult household member who signs the statement must include his/her social security number. If he/she does not have a social security number, write "none" or something else to show that he/she does not have a social security number. If you listed a food stamp, AFDC, or FDPIR number, a social security number is not needed.

### **PART 4 - RACIAL/ETHNIC IDENTITY: COMPLETE THE RACIAL/ETHNIC IDENTITY QUESTION IF YOU WISH.**

You are not required to answer this question to get meal benefits. However, this information will help ensure that everyone is treated fairly.

#### **INCOME TO REPORT**

##### **Earnings from Employment**

Wages/salaries/tips

Strike benefits

Unemployment compensation

Worker's compensation

Net income from self-owned business or farm

##### **Welfare/Child Support/Alimony**

Public assistance payments

Welfare payments

Alimony/child support payments

##### **Pensions/Retirement/Social Security**

Pensions

Supplemental security income

Retirement income

Veteran's payments

Social security

##### **Military Households**

All cash income, including military housing/uniform allowances. Does not include "in-kind" benefits NOT paid in cash (base housing, clothing, food, medical care, etc.).

##### **Other Income**

Disability benefits

Cash withdrawn from savings

Interest/dividends

Income from estates/trusts/investments

Regular contributions from persons not living in the household

Net royalties/annuities/net rental income

Any other income

##### **Foster Child's Income**

ONLY funds from welfare agency identified by category for personal use of child (clothing, school fees, etc.), funds from child's family for personal use and earnings from other than occasional or part-time employment. DO NOT COUNT funds from welfare agency for shelter, care, etc.

## Sample Letter for Nonpricing Programs

Parent or Guardian:

Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). Complete, sign, and return the statement as soon as possible. This information is necessary so that (Name of Center) may receive reimbursement for the meals served to your child(ren). This form will be placed in our files and treated as **Confidential** information. In order to be determined eligible for free or reduced price meal reimbursement, the statement must be completed as follows:

**FOOD STAMP/AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)/FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) HOUSEHOLDS:** If your household currently receives food stamps, AFDC, or FDPIR benefits, your child's meals are automatically eligible for free reimbursement. Therefore, you only have to list the child's name and food stamp case number, AFDC, or FDPIR identification number and sign the statement.

**ALL OTHER HOUSEHOLDS:** If your household size/income is at or below the level shown on the enclosed scale, your child's meals are eligible for either free or reduced price reimbursement, and the following information or the statement cannot be approved.

- **HOUSEHOLD MEMBERS:** List the name of the enrolled child(ren), and the child's parent(s) or guardian, and any other dependent children who live in the household.
- **CURRENT INCOME:** List the amount of income each person earned **last month** (BEFORE deductions for taxes, social security, etc.), the frequency of income, and where it is from, such as wages, retirement, or welfare. If any household member's income last month was higher or lower than usual, list that person's usual average monthly income.
- **SIGNATURE:** An adult household member must sign the income eligibility statement.
- **SOCIAL SECURITY NUMBER:** List the social security number of the adult who signs the income eligibility statement. If that adult does not have a social security number, print "None."

You are required to notify us if there is a change in household size or an increase in income which exceeds \$50 per month or \$600 per year. If you list a food stamp, AFDC, or FDPIR number, you must notify the center when you no longer receive these benefits. Similarly, you should notify the center if a household member becomes unemployed and of the loss of income during the period of unemployment.

The child's household income may be verified at any time during the year. If you disagree with the approved eligibility category of the child, you may appeal the decision using the following procedure (insert or attach the appeal procedure.)

In the operation of USDA's food service programs, no one will be discriminated against because of race, color, national origin, sex, age, or disability. If you believe you have been discriminated against, write immediately to: Administrator, Food and Consumer Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

Sincerely,

[NOTE: Attach the current Reduced Price Income Eligibility Guidelines]

## Sample Letter for Pricing Programs

Parent or Guardian:

Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). Complete, sign, and return the statement as soon as possible. This information is necessary so that (Name of Center) may receive reimbursement for the meals served to children enrolled in our center, and be able to provide meals at a lower cost or provide free meals. This form will be placed in our files and treated as **Confidential** information. In order to be considered eligible for free or reduced price meals, your statement must be completed as follows:

**FOOD STAMP/AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)/FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) HOUSEHOLDS:** If your household currently receives food stamps, AFDC, or FDPIR benefits, the child(ren) is automatically eligible for free meals. Therefore, you only have to list the participant's name and food stamp case number, AFDC, or FDPIR identification number and sign the form.

**ALL OTHER HOUSEHOLDS:** If the child's household's income is at or below the level shown on the enclosed scale, the child is eligible for either free or reduced price meals. To apply for meal benefits, you must provide the following information or the eligibility cannot be approved.

- **HOUSEHOLD MEMBERS:** List the enrolled child, and the child's parent(s) or guardian,, and any other dependent children who live in the household.
- **CURRENT INCOME:** List the amount of income each person earned **last month** (BEFORE deductions for taxes, social security, etc.), the frequency of income, and where it is from, such as wages, retirement, or welfare. If any household member's income last month was higher or lower than usual, list that person's usual average monthly income.
- **SIGNATURE:** An adult household member must sign the income eligibility statement.
- **SOCIAL SECURITY NUMBER:** List the social security number of the adult who signs the income eligibility statement. If that adult does not have a social security number, print "None."

You are required to notify us if there is a change in household size or an increase in income which exceeds \$50 per month or \$600 per year. If you list a food stamp, AFDC, or FDPIR number, you must notify the center when you no longer receive these benefits. Similarly, you should notify the center if a household member becomes unemployed and of the loss of income during the period of unemployment.

The child's household income may be verified at any time during the year. If you disagree with the approved eligibility category of the child, you may appeal the decision using the following procedure (insert or attach the appeal procedure.)

In the operation of USDA's feeding programs, no one will be discriminated against because of race, color, national origin, sex, age, or disability. If you believe you have been discriminated against, write immediately to: Administrator, Food and Consumer Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

Sincerely,

[NOTE: Attach the current Reduced Price Income Eligibility Guidelines]

**Public Release (Nonpricing Program)**

The (Name and address of center or sponsoring organization) announces the sponsorship of the U.S. Department of Agriculture funded Child and Adult Care Food Program. The same meals will be available at no separate charge to enrolled children at the centers below, and will be provided without regard to race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against should write immediately to: Administrator, Food and Consumer Service, USDA, 3101 Park Center Drive, Alexandria, VA 22302.

(Insert list of sponsored centers/facilities here)

Attach current income eligibility guidelines.

Person to contact \_\_\_\_\_

Telephone number \_\_\_\_\_

### **Public Release (Pricing Programs)**

The (Name and address of center or sponsoring organization) announces the sponsorship of the U.S. Department of Agriculture funded Child and Adult Care Food Program. Free and reduced price meals will be available to enrolled children meeting the approved income eligibility criteria at the Center (or sponsored centers listed below). Children who are members of food stamp households or who are Aid to Families with Dependent Children or Food distribution Program on Indian Reservation recipients are automatically eligible to receive free meal benefits. These benefits are provided without regard to race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against should write immediately to: Administrator, Food and Consumer Service, USDA, 3101 Park Center Drive, Alexandria, VA 22302.

(Insert list of sponsored centers/facilities here)

Attach current income eligibility guidelines.

Person to contact \_\_\_\_\_

Telephone number \_\_\_\_\_

## Agreement to Furnish Food Service

THIS AGREEMENT is made and entered into between (school) \_\_\_\_\_ and the (independent center or sponsoring organization) \_\_\_\_\_.

WHEREAS the facilities of the (center or sponsor) \_\_\_\_\_ are not adequate for preparing and serving meals to enrolled children, while the facilities of the (school) \_\_\_\_\_ are adequate to serve meals to participants.

The (school) \_\_\_\_\_ agrees to supply meals (inclusive/exclusive) of milk to (center or sponsor) \_\_\_\_\_ with and for the rates herein listed:

Breakfast.....	\$ _____	each	Lunch.....	\$ _____	each
Snacks.....	\$ _____	each	Supper.....	\$ _____	each

It is further agreed that the (school) \_\_\_\_\_, pursuant to the provisions of the Child and Adult Care Food Program (CACFP) regulations, attached copy of which is part of this agreement, will assure that said meals meet the minimum meal pattern requirements as to nutritive value and content, and will maintain full and accurate records that the (center or sponsor) \_\_\_\_\_ will need to meet its responsibility including menu records containing the amount of food prepared and daily number of meals delivered by type.

These records must be reported to the (center or sponsor) \_\_\_\_\_ promptly at the end of the month. (school) \_\_\_\_\_ agrees also to retain records required under the preceding clause for a period of three years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the CACFP available to representatives of the State administering agency, the U.S. Department of Agriculture, and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) \_\_\_\_\_. It may be terminated by notice in writing given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

\_\_\_\_\_  
School Official

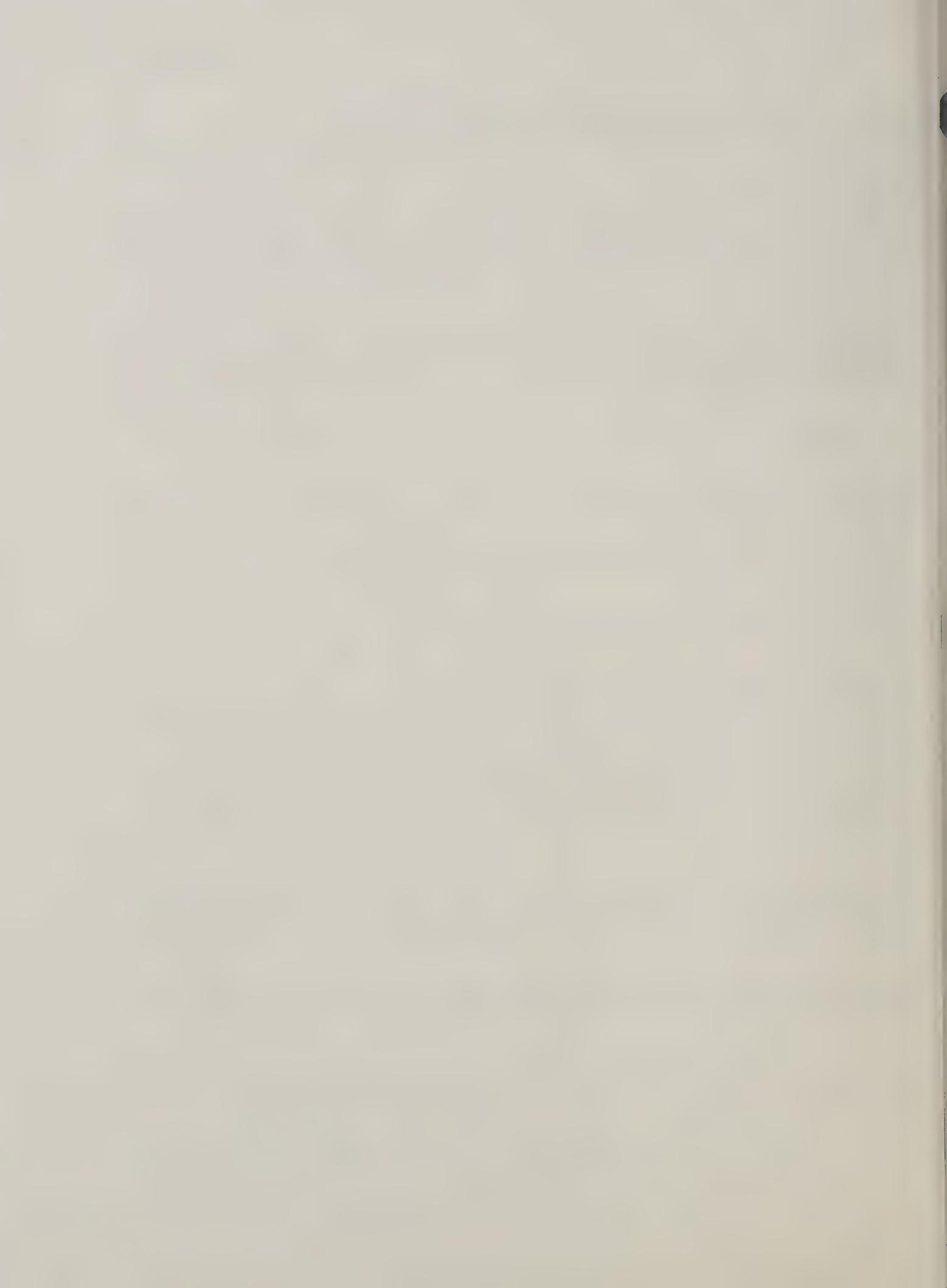
\_\_\_\_\_  
Title

\_\_\_\_\_  
Center/Sponsor Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Pre-approval Visit Form for Sponsors**

1. Center Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

2. Licensed capacity \_\_\_\_\_ Expiration date \_\_\_\_\_

3. Total number of Children enrolled \_\_\_\_\_ Number in attendance \_\_\_\_\_

4. Type of meal service: Breakfast \_\_\_\_\_ AM snack \_\_\_\_\_ Lunch \_\_\_\_\_ PM snack \_\_\_\_\_ Supper \_\_\_\_\_

5. Time(s) of meal service \_\_\_\_\_

6. Average number of meals served \_\_\_\_\_

7. What food preparation and service equipment is available? \_\_\_\_\_

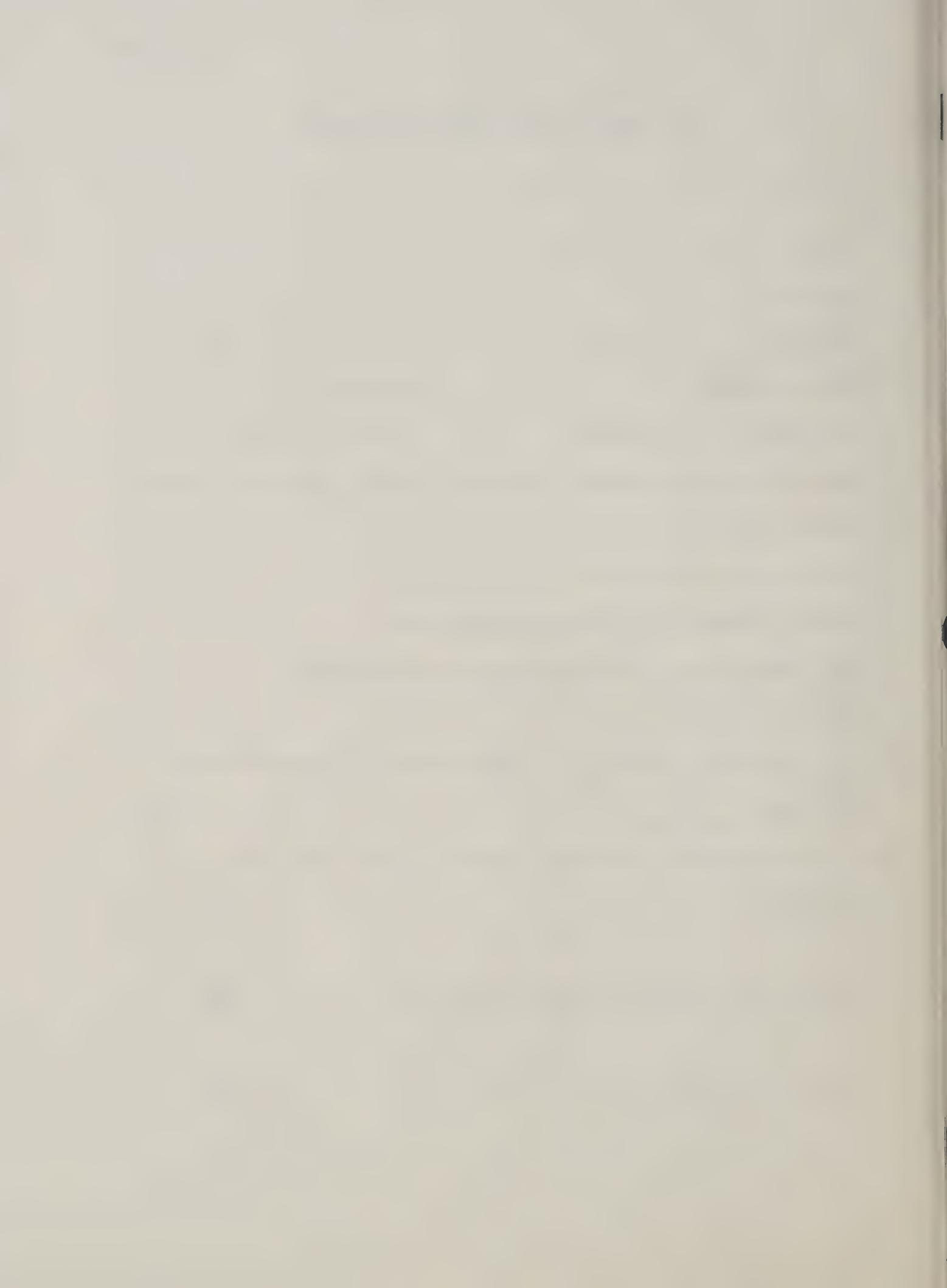
8. Is this equipment adequate to prepare, store, and serve the necessary meals?  Yes  No  
If no, explain \_\_\_\_\_9. Have recordkeeping requirements been explained to and discussed with the center personnel?  Yes  No  
If no, explain \_\_\_\_\_10. Is the center staff willing to and able to maintain the required records daily?  
 Yes  No  
If no, explain \_\_\_\_\_

Signature of Sponsoring Organization Representative

Date

Signature of Center Director

Date



## Sponsoring Organization Review Form

1. Center name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

2. A. If applicable, list any problem areas noted during most recent prior review and give date of that review. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Have these problems been corrected as of today's visit? Yes [ ] No [ ]  
If no, indicate what follow-up action is necessary and the timeframe required for correction. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Licensed capacity \_\_\_\_\_ Expiration date \_\_\_\_\_ Number of infants enrolled \_\_\_\_\_

Number of children enrolled \_\_\_\_\_ Total infants/children in attendance \_\_\_\_\_

4. Dates of operation \_\_\_\_\_ Operating days \_\_\_\_\_ Hours: \_\_\_\_\_ AM to \_\_\_\_\_ PM

5. Is care provided in shifts? Yes [ ] No [ ] List hours of shifts \_\_\_\_\_

6. Number of children served at each meal and time of service:

	Number of Meals	Time of Meal Service
Breakfast	_____	_____
AM snack	_____	_____
Lunch	_____	_____
PM snack	_____	_____
Supper	_____	_____

7. Does the time between meal servings seem reasonable? Yes [ ] No [ ]

8. Has the provider and/or staff attended the sponsoring organization's training sessions? Yes [ ] No [ ] When? \_\_\_\_\_ What topics were covered? \_\_\_\_\_

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9. Briefly describe the organized activities at the facility. \_\_\_\_\_

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10. Food Service

A. How far in advance are menus planned? \_\_\_\_\_

B. What food service guidance materials are available at the center? \_\_\_\_\_

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Are the guidance materials adequate? Yes [ ] No [ ] (If no, explain)

---

C. Based on the past month's menus:

(1) Are menus retained on file? Yes [ ] No [ ] Where? \_\_\_\_\_

(2) Are all of the required components served for each meal? Yes [ ] No [ ]

(If no, describe what components are missing.) \_\_\_\_\_

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(3) Does the center's staff demonstrate familiarity with the types and quantities of food required for each type of meal service? Yes [ ] No [ ]

11. Sanitation

A. Are sanitary procedures followed in all aspects of food service? Yes [ ] No [ ]  
(If no, explain) \_\_\_\_\_

B. Is the kitchen area kept clean at all times? Yes [ ] No [ ]

(If no, explain) \_\_\_\_\_

C. Are the dishes sanitized after washing and rinsing? Yes [ ] No [ ]

D. Are refrigeration facilities adequate for cold and frozen foods? Yes [ ] No [ ]

E. Is the cold storage 40 degrees F or below? Yes [ ] No [ ]

F. Is the freezer storage 0 degrees F or below? Yes [ ] No [ ]

G. Is there evidence of insect or rodent infestation? Yes [ ] No [ ]

If yes, what measures are being taken to eliminate this problem? \_\_\_\_\_

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H. Are frozen perishable foods thawed under refrigeration? Yes [ ] No [ ]

I. Are all insecticides, polishes, and cleaning compounds stored in an area separate from food and in an area that is not accessible to children? Yes [ ] No [ ]

## 12. Space, Facilities, and Equipment

A. Is there adequate dry storage for food items? Yes [ ] No [ ]

B. Is dining space adequate for the number of children enrolled? Yes [ ] No [ ]

C. Is there working equipment for heating food? Yes [ ] No [ ]

D. Is there a working refrigerator-freezer available? Yes [ ] No [ ]

E. Is a sink with running hot and cold water available? Yes [ ] No [ ]

F. Is the outside play area safe and clean? Yes [ ] No [ ]

## 13. Recordkeeping

A. Are daily records kept of the number of meals served to children? Yes [ ] No [ ]

B. Are accurate attendance records maintained on enrolled children separate from meal count records? Yes [ ] No [ ]

C. Are enrollment records on file for all children? Yes [ ] No [ ]

D. Are the income eligibility statements approved correctly? Yes [ ] No [ ]

If no, explain \_\_\_\_\_

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E. Is there a copy of the agreement between the sponsoring organization and the child care center on file? Yes [ ] No [ ] Where? \_\_\_\_\_

F. Are records given to the sponsoring organization on a regular basis as provided for in the agreement between the sponsoring organization and the child care center?

Yes [ ] No [ ]

#### 14. Meal Service

A. For the meal service(s) you observe, record the types and quantity of food prepared.

Meals	Requirements for Meals	Food Used
Breakfast	Milk	
	Fruit or vegetable juice or fruit or vegetable	
	Bread or alternate and/or cereal	
	Other foods	
Lunch or Supper	Milk	
	Meat and/or meat alternate	
	Vegetables and/or fruits (two or more)	
	Bread or alternate	
	Other foods	
Snack (Supplement) (select two of the four components)	Milk	
	Meat and/or meat alternate	
	Bread or alternate and/or cereal	
	Fruit or vegetable juice or fruit or vegetable	

B. Note if any missing components or insufficient quantities of food are observed in today's meal service. \_\_\_\_\_

C. If served family style, were the appropriate quantities of each food item placed on the table? Yes [ ] No [ ]

D. Number of children served: \_\_\_\_\_

E. Number of infants served: \_\_\_\_\_

F. List foods served to infants (if applicable) \_\_\_\_\_

## 15. Civil Rights

A. Are admission and placement criteria and procedures nondiscriminatory?  
Yes [ ] No [ ]

B. Is "Justice for All" poster on display? Yes [ ] No [ ]

C. Has a public announcement been made stating that admission is open to all regardless of race, color, national origin, sex, age, or disability?  
Yes  No

Yes [ ] No [ ]

Give dates announcements were made \_\_\_\_\_ (Attach copies of the announcement)

If copies are not available, describe \_\_\_\_\_

D. Is there any separation by race, color, national origin, sex, age, or disability?

Yes [ ] No [ ]

E. Are all services and facilities used routinely by all persons without regard to race, color, national origin, sex, age, or disability? Yes [ ] No [ ]

F. In the opinion of the reviewer based on information obtained by personal observation does the center appear to be in compliance with Title IV of the Civil Rights Act of 1964? Yes [ ] No [ ]

16. Write a short summary of your visit. Point out program strengths and weaknesses. Give your opinion on how the program could be improved. Recommend changes that you see as desirable or required. (Note: Short comments such as "good program" are not sufficient.)

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**Signature of Reviewer**

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Date

**Signature of Provider**

Date



**Daily Meal Count Form  
for "Actual Meal Count by Eligibility" Centers**

(1) Center Name:

(2) Week of:

(1) Center Name:	Monday Date				Tuesday Date				Wednesday Date				Thursday Date				Friday Date							
	F	R	P	N	P	A	F	R	P	N	P	A	F	R	P	N	P	A	F	R	P	N	P	A
Breakfast																								
AM Snack																								
Lunch																								
PM Snack																								
Supper																								

F, R, P - Free, reduced price, paid eligibility categories

NP - Total number of meals served to nonenrolled persons

PA - Total number of meals served to program adults (if applicable)

Attachment H-2

**Daily Meal Count Form for Actual Meal Count by Eligibility Instructions**

**Item Number**

1. Enter the name of the center.
2. Enter the time period covered by the form.
3. Keep tally or enter the number of meals served to enrolled children by eligibility categories for free, reduced price, and paid meals during each meal service. Additionally, enter the total number of meals served to nonenrolled participants during each meal service and to Program adults, if applicable.
4. This form can be adapted and simplified for use by centers using the claiming percentages or blended rates reimbursement computation method.

## Menu Planning Worksheet

(1) Center Name:

(2) Week of:

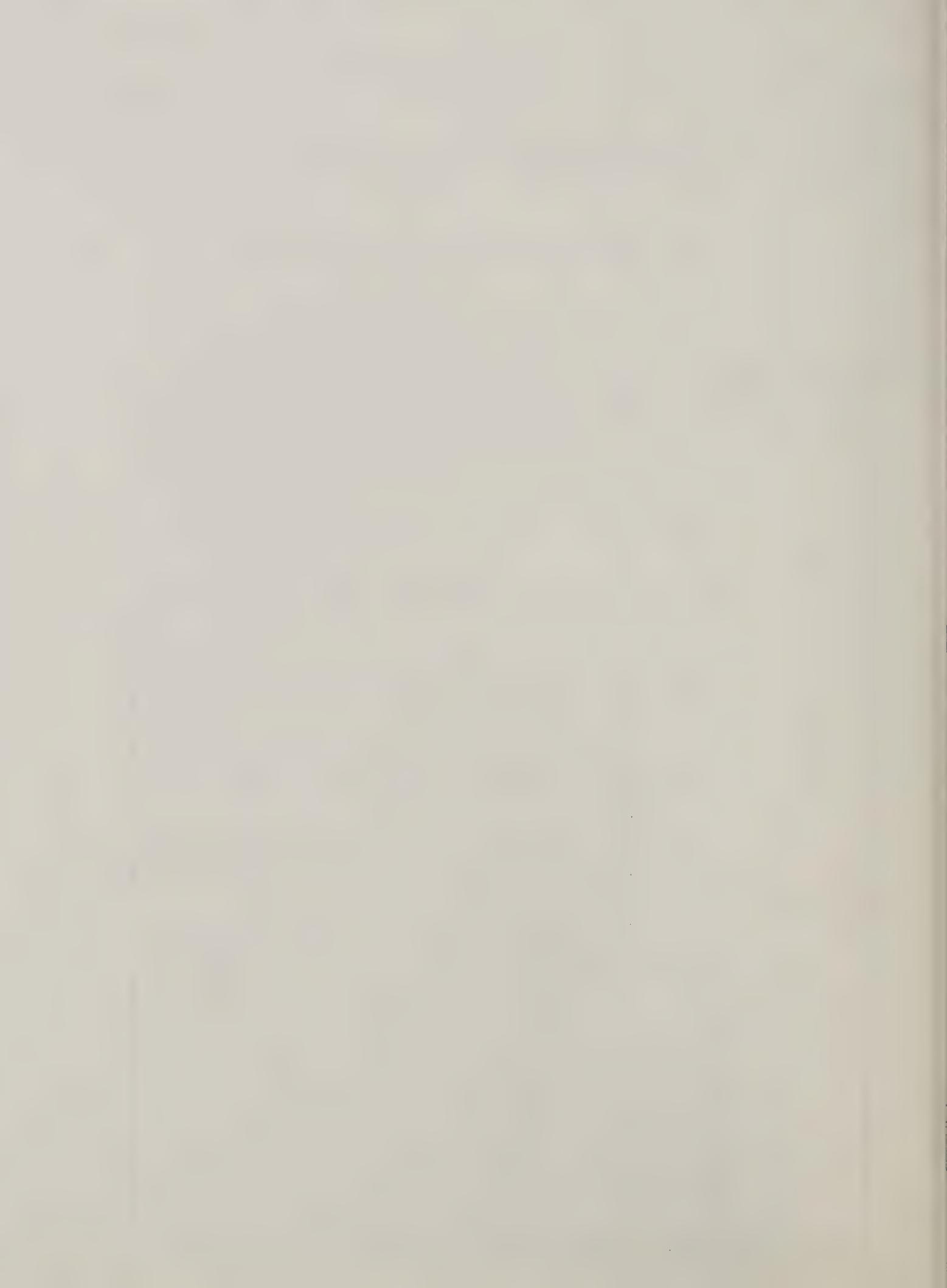
MEAL PATTERN	(3) MONDAY Date _____	(3) TUESDAY Date _____	(3) WEDNESDAY Date _____	(3) THURSDAY Date _____	(3) FRIDAY Date _____
<b>BREAKFAST</b> Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal					
<b>AM SNACK</b> (Choose 2 of the 4 components) Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal Meat/Meat Alternate					
<b>LUNCH</b> Milk, Fluid Vegetable or Fruit or Juice (Choose 2 or more items) Bread/Bread Alternate Meat/Meat Alternate					
<b>PM SNACK</b> (Choose 2 of the 4 components) Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal Meat/Meat Alternate					
<b>SUPPER</b> Milk, Fluid Vegetable or Fruit or Juice (Choose 2 or more items) Bread/Bread Alternate Meat/Meat Alternate					

## **Menu Planning Worksheet Instructions**

### **Item Number**

1. Enter the center's name.
2. Enter the calendar date showing month, day, and year.
3. Enter the date for each day of the week. Enter the name of each food used to meet meal or snack requirements for each day. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: stew beef would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the bread/bread alternate requirement.

## Attendance Record Form



**Child and Adult Care Food Program  
Enrollment Statement**

\_\_\_\_\_, age \_\_\_\_\_ is enrolled at  
Name of child

\_\_\_\_\_  
Name of day care center

\_\_\_\_\_  
Address of day care center

Beginning on \_\_\_\_\_  
Month/day/year

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Center official

In the operation of USDA's food service programs, no one will be discriminated against because of race, color, national origin, sex, age, or disability. If you believe you have been discriminated against, write to: Administrator, Food and Consumer Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

\_\_\_\_\_  
For center use only

Child withdrawn on \_\_\_\_\_  
Date



## Enrollment and Eligibility Roster for Child and Adult Day Care Food Programs

F = Free reimbursement category  
RP = Reduced-price reimbursement category  
P = Paid reimbursement category



## Daily Menu Production Worksheet

(1) Date		Meal Pattern	Menu (2)	Food Item Used (3)	Quantity Prepared (4)	Serving Size (5)	Quantity /# of Servings (6)	Quantity Left Over (7)	C P A (8)		P A (9)
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate										
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate Meat/Meat Alternate										
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Bread/Bread Alternate Meat/Meat Alternate										
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate Meat/Meat Alternate										
Supper	Vegetable and/or Fruit (2 or more) Bread/Bread Alternate Meat/Meat Alternate										

CP = Child Participants  
PA = Program Adults

## **Daily Menu Production Worksheet Instructions**

### **Item Number**

1. Enter the calendar date showing month, day, and year.
2. Enter all menu items served on this date for the applicable meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: stew beef would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the bread/bread alternate requirement.
4. Enter quantity of each ingredient or food item used to meet the meal component requirements. Use weights, measures or number, ( e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.).
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie, 1/2 cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
6. Quantity or number of servings left over.
7. Quantity used.
8. Enter number of child participants served at each meal/snack.
9. Enter the number of program adults served at each meal/snack (if applicable).

## Worksheet for Cost of Food Used

1. Name of Center \_\_\_\_\_

2. Month/Year \_\_\_\_\_

3. Cost of food used:

A. Beginning inventory	\$ _____
B. Inventory adjustment (+ or -)	_____
C. Purchases (including milk)	_____
D. Total food available	_____
E. Less ending inventory	_____
F. Total cost of food used	_____

### Instructions

1. Enter name of center.
2. Enter month and year.
3. A. Enter dollar value of beginning inventory.  
B. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (Explain any adjustment on the back of this form).  
C. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.  
D. Enter the total of A + C (+ or -) B.  
E. Enter dollar value of ending inventory.  
F. Enter the total of D - E (total cost of food used).

Transfer the total arrived at in 3F to your reimbursement voucher.



## Inventory Control Sheet

Name of Center:

Date:

**Beginning Inventory \$**

**Ending Inventory \$**

## **Inventory Control Sheet Instructions**

The value of the beginning inventory is determined by taking a physical count before the food service operation begins. The value of the beginning inventory thereafter is the same as the ending inventory for the previous period (month or year).

A complete physical inventory of all purchased foods, commodities, and supplies on hand must be taken at the end of the reporting period.

For ease in taking a physical count of foods in storage, arrange the items according to food groups in the storage area and arrange each group in alphabetical order, for example, canned fruits and fruit juices - apples, apricots, etc. Store food in cases, boxes, or other containers marked with the date received and cost per unit to facilitate the taking of inventories.

Column 1. Enter the name of the food item, such as asparagus, green beans, or mayonnaise.

Column 2. Enter the size pack, such as, 6/#10 case, #50 bag, or #10 can. If different size containers of the same food item are on hand, use a separate line for each size and a separate line for each different unit cost of the same size pack.

Column 3. Enter the number of units (of the size shown in column 2) found on hand from actual count.

Column 4. Enter the unit cost for the size unit shown in column 2 (use the unit cost written on package or unit).

Column 5. Obtain the total cost by multiplying the number of units (column 3) by the unit cost (column 4) and enter in column 5. Add column 5 (total cost) on all pages for the inventory at the end of the month. This total is the value of the ending inventory.

**This is a permanent source document and must be retained for a period of 3 years after the end of the fiscal year to which it pertains.**

## **Records Necessary for Prorated Labor Costs**

For staff members who work part-time on the Child and Adult Care Food Program (CACFP) and part-time in other duties or programs, the costs must be prorated so that only the CACFP labor is claimed for reimbursement. The amount claimed may be based on a percentage of or other stipulated dollar amount. This amount must be approved in advance by the administering agency and is based on a reasonable approximation of labor cost actually incurred by the CACFP. Generally, the administering agency will require evidence (such as a 2-week work study) to substantiate the amount of time those employees devote to food service. Such amounts must not result in increasing any individual's salary or represent dual funding for the same activity.

Types of records of labor costs are:

- Daily time sheets completed by the employee showing the total number of hours spent on food service.

**or**

- Copy of an annual work study for each employee to establish the average amount of time spent on food service each day. This study must cover a 2-week period and each meal type for which reimbursement is claimed.

**or**

- An approved allocation formula in those situations where the employee is paid by other Federal, State, or local governmental sources for day care services that may duplicate USDA payments.



## Summary of Administrative Expenses

1. Name of Center \_\_\_\_\_

2. Month and Year \_\_\_\_\_

3. Position (a)	No. of People in that Position (b)	Labor Cost* Per Hour (c)	No. of Hours Spent on Food Service (d)	Total (e)
_____	_____	_____ x _____	_____ x _____	= _____
_____	_____	_____ x _____	_____ x _____	= _____
_____	_____	_____ x _____	_____ x _____	= _____
_____	_____	_____ x _____	_____ x _____	= _____
_____	_____	_____ x _____	_____ x _____	= _____
(f) Total personnel costs paid \$ _____				

\* Include cost of taxes (if paid by sponsor), insurance, and other employee benefits if applicable.

4. Personnel costs \$ \_\_\_\_\_

5. Transportation \_\_\_\_\_

6. Communication \_\_\_\_\_

7. Rental of office space \_\_\_\_\_

8. Office supplies \_\_\_\_\_

9. Utilities \_\_\_\_\_

10. Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. TOTAL \$ \_\_\_\_\_

## **Summary of Administrative Expenses Instructions**

### **Item Number**

1. Enter the name of the center.
2. Enter the time period (month and year) covered by the form.
3. Enter:
  - a. the position;
  - b. the number of people working in that position;
  - c. the hourly labor cost (includes cost of taxes, if paid by sponsor, insurance and other employee benefits, if applicable);
  - d. the number of hours they spend working with food service;
  - e. the total dollar amount spent on salaries for that position (b x c x d); and
  - f. the total dollar amount spent on personnel costs.
4. Enter the total dollar amount spent on personnel costs during the month (item 4f).
5. Enter the total dollar amount spent on transportation during the month.
6. Enter the total dollar amount spent on communication during the month.
7. Enter the total dollar amount spent on the rental of office space during the month.
8. Enter the total dollar amount spent on office supplies during the month.
9. Enter the total dollar amount spent on utilities during the month.
10. Enter the total dollar amount spent on miscellaneous administrative supplies or services during the month that do not fall under any of the categories mentioned above.
11. Add items 4 through 10 and enter the total administrative expenses for the month.

Be sure to collect and keep the receipts for all of the administrative expenses (i.e., cancelled checks, gasoline receipts, receipts for printing, etc.).

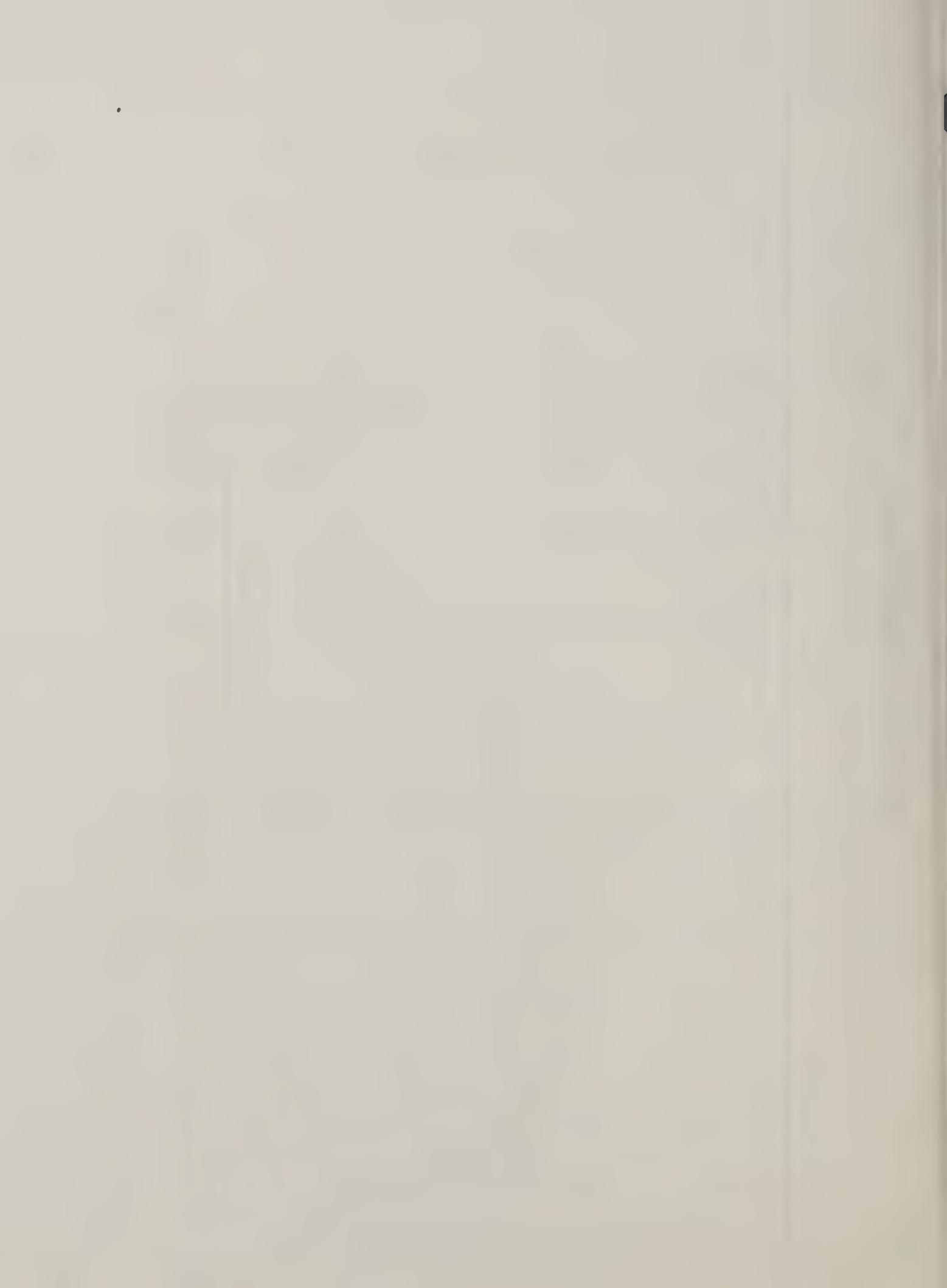
## Administrative Mileage Record

## Attachment P

Approved Mileage Rate \$ \_\_\_\_\_ x total miles for month \_\_\_\_\_ = administrative mileage expense \_\_\_\_\_  
(Include in line 5 total on Attachment O)

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Signature of Employee



## Child and Adult Care Food Program Resources

### Food Program Publications

- **Food Buying Guide for Child Nutrition Programs, USDA, PA-1331 (1984, 1990—Supplements Added 1993).**
- **A Planning Guide for Food Service in Child Care Centers, USDA, FNS-64, 1989**
- **Feeding Infants, A Guide For Food Service in the Child Care Food Program, USDA, FNS-258, 1988**
- **Nutrition Guidance for the Child Nutrition Programs, USDA, FNS-279, 1992**
- **Making Healthy Food Choices, Home and Garden Bulletin No. 250, February 1993**  
(Contact the administering agency for copies of the above publications.)
- **The Food Guide Pyramid, USDA, HNIS, August 1992, MP-1503**  
(Order from Consumer Information Center, Department 159-Y, Pueblo, Colorado 81009. Cost is \$1.00 each. Make check or money order to "Superintendent of Documents".)

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For additional audiovisual and print materials related to food service and nutrition education for children, contact the Food and Nutrition Information Center or the National Food Service Management Institute. Materials include books, journal articles, pamphlets, government documents, special reports, proceedings, bibliographies, and a collection of nonprint media in the form of films, filmstrips, slides, games, charts, audiotapes, and video cassettes. Contact:

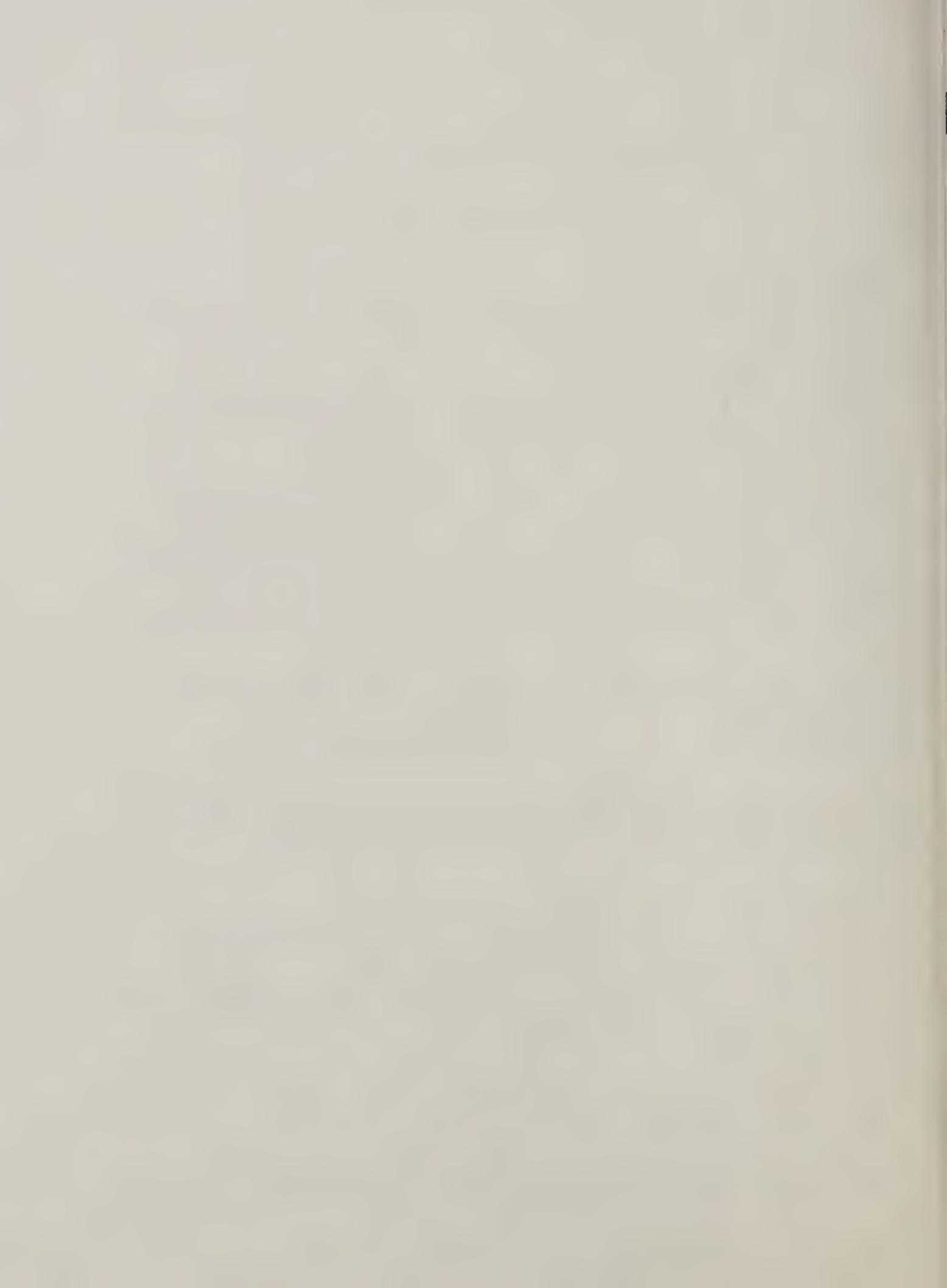
**The Food and Nutrition Information Center**  
National Agricultural Library, Room 304  
10301 Baltimore Boulevard  
Beltsville, Maryland 20705  
Telephone: (301) 504-5719

**National Food Service Management Institute**  
The University of Mississippi  
P. O. Drawer 188  
University, Mississippi 38677-0188  
Telephone: (800) 321-3054

There are many other sources of information about nutrition within the community. They can provide valuable resource materials, filmstrips, bibliographies, and contacts to expand or improve your organization's nutrition resource center. Contact the local office of any of these groups for more information:

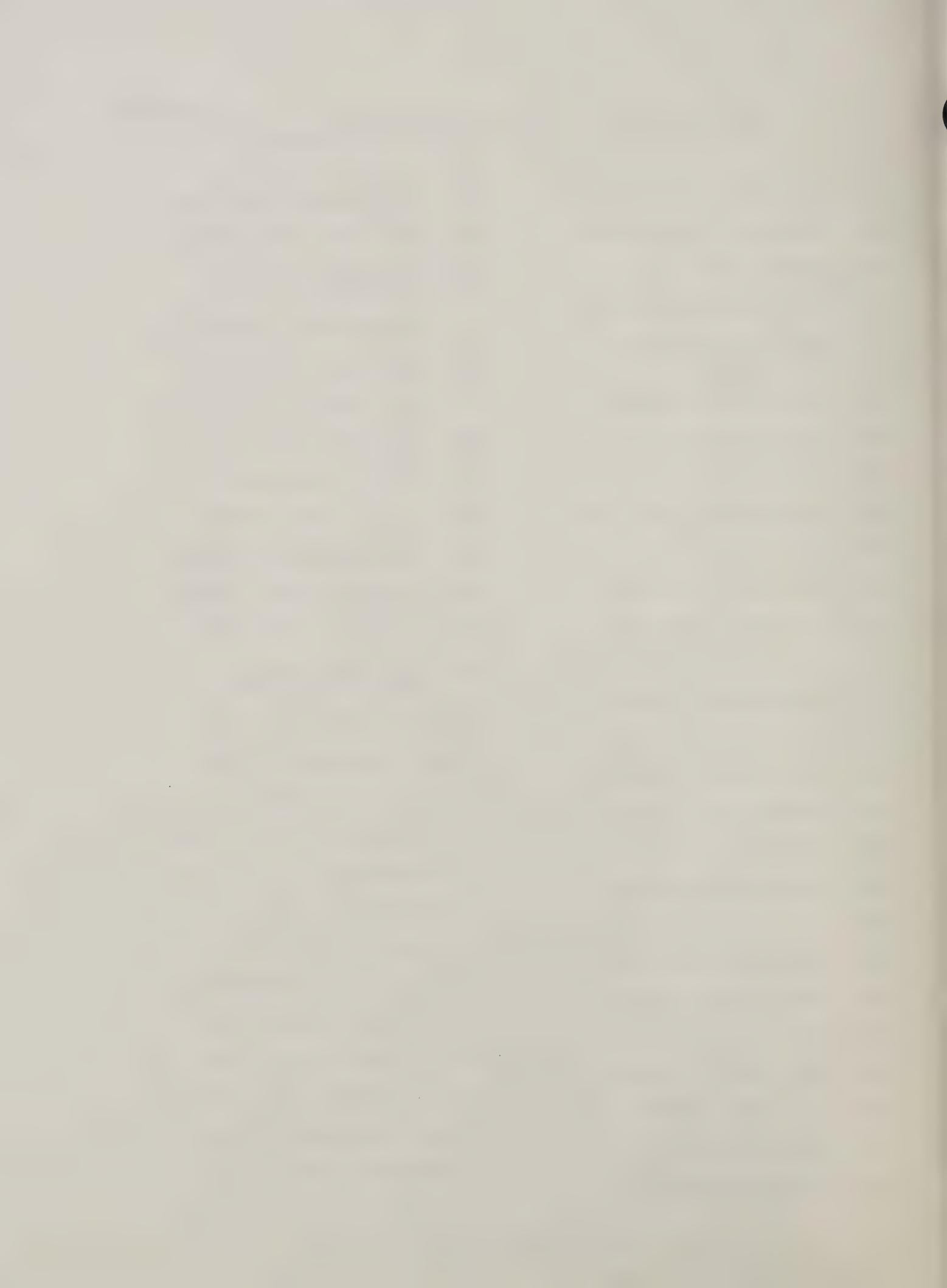
Cooperative Extension Service (county extension agent)  
U.S. Department of Health and Human Services, Food and Drug Administration  
USDA Food Safety Inspection Service Hotline, (800) 535-4555  
Local Health Department, Public Library, Social Services, or Public Welfare Department  
College or University Home Economics Department  
Dairy Council  
American Dietetics Association (or State level office)  
State or local licensing agency

A listing of State Nutrition Education and Training Coordinators is provided as Attachment R.



## Nutrition Education and Training Coordinators

**AL** - Sallye Hendersen, (205) 242-8225  
**AK** - Kathleen Hays, (907) 465-8708  
**AZ** - Kathy Rice, (602) 542-8713  
**AR** - Wanda Shockey, (501) 324-9502  
**CA** - Jacqui Smith, (916) 657-3389  
Marilyn Briggs, (916) 322-6308  
**CO** - Judy Schure, (303) 866-6661  
**CT** - Susan Fiore, (203) 638-4236  
**DE** - Jane Logan, (302) 739-4717  
**DC** - Barbara Adams, (202) 576-7400  
**FL** - Carol Frazee, (904) 488-8375  
**GA** - Ruth Gordon, (404) 656-2457  
**HI** - Ann Horiuchi, (808) 396-2563  
**ID** - SeAnne Safaii, (208) 334-3106  
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